

BUDGET PLANNER

Calculate the Financial Goal for a Funding Appeal Letter

Use the chart below to determine how much money you must raise for a conference, trip, or ministry project. Modify the categories as needed. If you have a monthly income shortfall or deficit, include General Budget Funding in your funding request.

Calculate the Grand Total by adding the Project Subtotal and the General Budget Subtotal amounts.

Conference Registration Fees	\$
Transportation (airfare, baggage fees, rental car, mileage, shuttle, parking, tolls, etc.)	\$
Lodging (hotel, Airbnb, etc.)	\$
Meals	\$
Materials	\$
Incidentals (internet fees, etc.)	\$
Team Outing/Activities	\$
Other	\$
Project Subtotal	\$
General Budget Subtotal (monthly shortfall x 3-6 months + deficit amount)	\$
Grand Total	\$

