



# DIOCESE OF NEWARK

(rev. 01/31/08)

**2008 Outreach Grant Request for** \_\_\_\_\_ (Name of Organization)

**Date:** \_\_\_\_\_

INCOME	Actual 2007	Budget 2008	Requested Outreach Expense Breakout 2008
<b>REVENUE</b>			
Diocesan Outreach Grant			
Other Grant (specify)			
Other Grant (specify)			
Events and Programs			
Other Income – Specify			
Scholarships, etc.			
<b>TOTAL INCOME</b>			
<b>EXPENSES</b>			
PROGRAM EXPENSE (Please specify by each program/event)			
<b>MISSION/PROGRAM DEVELOPMENT   AND SUPPORT</b>			
Training			
Training Materials			
Subscriptions and Dues			
Conferences & Workshops			
Other Expenses - Specify			
Scholarships			
<b>OVERHEAD COSTS</b>			
Administrative Expense			
Salary Expense –Specify # of FTEs			
Office Expense			
Office Overhead Expense - Other			
Miscellaneous Expense - Specify			
Electronic Media, Support, website, etc.			
Insurance and Other Fees			
Property Utilities and Other Maintenance			
Postage and Shipping			
Marketing/Advertising Expense			
Professional/Consulting Fees			
Meals & Travel			
Other Expenses - Specify			
<b>TOTAL EXPENSES</b>			