

Budget Format

Budget Category

Personnel

List each position by title, percentage of time devoted to the program or FTE, annual salary/hourly rate, fringe benefits, and payroll taxes.

Equipment

Generally, equipment is tangible personal property costing over \$5,000 and having a useful life of more than one year. Include item, quantity, and unit cost.

Travel/Training/Conferences

Itemize travel expenses such as conference registration fees, meals (or per diem), lodging, airfare, mileage, tolls, commercial transportation, and parking fees. Make sure travel expenses are documented in sufficient detail to support the claim (dates/times/receipts/brief description of the purpose of the trip and for how many people). **Be sure to obtain prior approval for out-of-state travel.**

Supplies

Generally, supplies are items which have a useful life of less than one year. List supplies by item, quantity, and unit cost.

Contractual/Consultant Services

Provide a brief description of the services to be provided and the hourly/daily rate and estimated time on project. Consultant fees in excess of \$450/day must receive prior approval.

Rent and Utilities

Identify by type (rent, telephone, pager, janitorial services) and monthly rate.

Total Expenses

GRANT AMOUNT	MATCH AMOUNT	TOTAL AMOUNT