

OPTIONAL FORMAT

SAMPLE BUDGET DETAIL FORMAT

The detail for each object class category must be provided. Formats may vary, but all information below should be included in your application.

a. PERSONNEL

POSITION	NUMBER	SALARY	WORK YEARS	AMOUNT
a. Personnel Total				

b. FRINGE BENEFITS

BASE	
RATE	%
b. FRINGE BENEFITS TOTAL	

c. TRAVEL – List trips planned, destination, dates, and the amounts per trip. Please separate local travel and out-of-state travel.

TRAVEL EXPENSES	AMOUNT
Explain: <hr/> <hr/> <hr/> <hr/>	
c. TRAVEL TOTAL:	

d. EQUIPMENT – Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Applicant’s definition of equipment may be used provided the definition at least includes all items previously defined above.

ITEM	NUMBER	COST PER UNIT	TOTAL
d. EQUIPMENT TOTAL			

e. SUPPLIES

ITEM	NUMBER	COST PER UNIT	TOTAL
e. SUPPLIES TOTAL			

f. CONTRACTUAL [List each planned contract separately, type of service to be procured, **proposed procurement method (i.e. small purchase, sealed bids, competitive proposals)** and the estimated cost]

ITEM	PROCUREMENT METHOD	TOTAL
f. CONTRACTUAL TOTAL		

g. CONSTRUCTION (N/A)

h. OTHER

ITEM	NUMBER	COST PER UNIT	TOTAL
h. OTHER TOTAL			

i. TOTAL DIRECT COSTS	\$
j. INDIRECT COSTS	(BASE \$ _____ x RATE _____ % = INDIRECT COSTS)
k. TOTAL PROPOSED COSTS	\$
FEDERAL FUNDS REQUESTED	\$
RECIPIENT SHARE (MATCH)	\$
RECIPIENT SHARE OF TOTAL PROPOSED COSTS	%
FEDERAL SHARE OF TOTAL PROPOSED COSTS	%

--END--