

Sample Budget for Grant Proposals

This sample budget illustrates information that is typically called for in most proposal budgets, in a format that shows the amount requested from "XYZ" funding agency and committed from other sources. Always follow the funding agency's application for budget information and format, however, if the funding agency does not specify budget information or format, use this illustration as a guide. Remember: The project budget must tell the same story as the rest of the project proposal.

PROJECT BUDGET:

<u>Category</u>	<u>Amount of</u> <u>Request to XYZ</u> <u>Fdtn</u>	<u>Committed</u> <u>from other</u> <u>sources</u>	<u>Project</u> <u>Total</u>	<i>How much detail should you provide? Usually you should include enough information to illustrate how you arrived at the amount requested. For example: Job title, @ per hr/mon. rate x % of time on project x no. months</i>
Salaries & Wages				
Project Director: @ \$3,000/mon x 50 percent x 12 months	\$ 18,000		\$ 18,000	
Fringe Benefits				
Project Director: 50 percent x \$12,600	\$ 6,300		\$ 6,300	<i>% of time on project x benefit dollars</i>
Consultant/Contracted Services -				
Mtg presenters: 2 @ \$500/day x 2 days	\$ 1,000	\$ 1,000	\$ 2,000	<i>Job title; @ per hr/mon. rate x % of time on project x no. months</i>
Ace Evaluation: @ \$500/mon x 2 months		\$ 1,000	\$ 1,000	
Equipment				
HP laptops: 2 @ \$1,200	\$ 2,400		\$ 2,400	<i>General type; rental or purchase; unit price x qty.</i>
Sony digital cameras: 3 @ \$200		\$ 600	\$ 600	
Sony video recorder: 1 @ \$600		\$ 600	\$ 600	
Materials & Supplies				
Printing: 1,000 brochures @ .25		\$ 250	\$ 250	<i>Consumable items; printing, duplicating, mailing costs</i>
Duplicating: 2,000 pgs. @ .05		\$ 100	\$ 100	
Meeting supplies: 200 attendees x \$3	\$ 600		\$ 600	
Travel				
Mtg presenter #1: mileage to/from Mpls: 500 mi x .32/mile	\$ 160	\$ -	\$ 160	<i>Use applicable in- or out-state rates; list to/from, no. of persons; airfare, ground transportation, etc.</i>
Mtg presenter #2: airfare to/from Seattle: \$580; rental car: \$90	\$ 670		\$ 670	
Other				
Regional conference registration: 2 @ \$175	\$ 350		\$ 350	<i>Itemize "other" and provide enough info for a clear picture of how funds contribute to the project.</i>
Meeting refreshments: 2 breaks x 200 attendees x \$1.50/person		\$ 600	\$ 600	
TOTAL EXPENSES:	\$ 29,480	\$ 4,150	\$ 33,630	

Indirect costs: These are the institution's costs which are not readily identifiable with a particular project or activity, but nevertheless are necessary to the general operation of the institution and the conduct of the activities it performs. The funding agency's application materials will state if it allows inclusion of indirect costs. For more information on indirect costs, contact the Grants/Project Mgmt Office.

Matching funds: Some funding agencies will call for the applicant to contribute toward the proposed project, either in the form of cash or in-kind services or items. For more information on matching funds, contact the Grants/Project Mgmt Office.

Project revenue: Some funding agencies require applicants to show anticipated project revenue, which may be from other funding sources, ticket sales, or matching funds, and may include in-kind or cash support. Revenue status may be "committed" and/or "pending." Contact Grants/Projects Mgmt for more info.