

Sample Budget Template

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Supporting Detail
Personnel	\$40,000	\$5,000	\$0	\$45,000	<p>Project Administrator (name) = .3FTE @ \$50,000/yr = \$15,000 \$5,000 = Non-federal cash)</p> <p>Project Director (name) = 1FTE @ \$30,000 = \$30,000 (federal)</p> <p>PERSONNEL TOTAL: \$45,000</p>
Fringe Benefits	\$12,600	\$0	\$0	\$12,600	<p>Fringes on Project Staff @ 28% of salary. (federal)</p> <ul style="list-style-type: none"> ▪ FICA (7.65%) = \$3,442 ▪ Health (12%) = \$5,400 ▪ Dental (5%) = \$2,250 ▪ Life (2%) = \$900 ▪ Workers Comp Insurance (.75%) = \$338 ▪ Unemployment Insurance (.6%) = \$270 <p>BENEFITS TOTAL: \$12,600</p>

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Supporting Detail
Travel	\$4,120	\$1,547	\$0	\$5,667	<p>A. Travel to 2 Annual Grantee Meetings: (federal)</p> <ul style="list-style-type: none"> ▪ Airfare: 1 RT x 2 people x \$750/RT x 2 = \$3,000 ▪ Lodging: 2 nights x 2 people x \$100/night x 2 = \$800 ▪ Per Diem: 2 days x 2 people x \$40/day x 2 = \$320 <p>SUBTOTAL A: \$4,120</p> <p>B. Out-of-Town Project Site Visits (Non-federal cash)</p> <p>Car mileage:</p> <ul style="list-style-type: none"> ▪ 3 trips x 2 people x 350 miles/ trip x \$.365/mile = \$767 ▪ 3 trips x 2 people x 1 night/ trip x \$50/night = \$300 ▪ 3 trips x 2 people x 2 days/ trip x \$40/day = \$480 <p>SUBTOTAL B: \$1,547</p> <p>TRAVEL TOTAL: \$5,667</p>
Equipment	\$0	\$0	\$0	\$0	No equipment requested
Supplies	\$1,340	\$2,160	\$0	\$3,500	<ul style="list-style-type: none"> ▪ Laptop computer for use in client intakes = \$1,340 (federal) ▪ Consumable supplies (paper, pens, etc.) \$100/mo x 12 months = \$1,200 (Non-federal cash) ▪ Copying \$80/mo x 12 months = \$960 (Non-federal cash) <p>SUPPLIES TOTAL: \$3,500</p>

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Supporting Detail
Contractual	\$150,000	\$0	\$50,000	\$200,000	Contracts to A,B,C direct service providers (name providers) <ul style="list-style-type: none"> ▪ contractor A = \$75,000 (federal) ▪ contractor B = \$75,000 (federal) ▪ contractor C = \$50,000 (Non-federal in-kind) <p>CONTRACTUAL TOTAL: \$200,000</p>
Other	\$1,250	\$2,000	\$0	\$3,250	<ul style="list-style-type: none"> ▪ Local conf registration fee (provide conference name) = \$200 (Non-federal cash) ▪ Printing brochures (25,000 @ \$0.05 ea) = \$1,250 (federal) ▪ Postage: \$150/mo x 12 months = \$1,800 (Non-federal cash) <p>OTHER TOTAL: \$3,250</p>
TOTAL	\$209,310	\$10,707	\$50,000	\$270,017	