

# 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<br>YEARS | AMOUNT |
|---------------------------|--------|--------|---------------|--------|
|                           |        |        |               |        |
|                           |        |        |               |        |
|                           |        |        |               |        |
|                           |        |        |               |        |
|                           |        |        |               |        |
| <b>a. Personnel Total</b> |        |        |               |        |

### b. FRINGE BENEFITS

|                                 |   |
|---------------------------------|---|
| BASE                            |   |
| RATE                            | % |
| <b>b. FRINGE BENEFITS TOTAL</b> |   |

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

| TRAVEL EXPENSES   | AMOUNT |
|---|--------|
|   |        |
|   |        |
|   |        |
| <b>Explain:</b><br><br>_____<br><br>_____<br><br>_____<br><br>_____ |        |
| <b>c. TRAVEL TOTAL:</b>   |        |

**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 |
|--------------------------|--------|---------------|-------|
|                          |        |               |       |
|                          |        |               |       |
|                          |        |               |       |
| <b>e. SUPPLIES TOTAL</b> |        |               |       |

**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 |
|-----------------------------|--------------------|-------|
|                             |                    |       |
|                             |                    |       |
|                             |                    |       |
|                             |                    |       |
| <b>f. CONTRACTUAL TOTAL</b> |                    |       |

**g. CONSTRUCTION (N/A)**

**h. OTHER**

| ITEM                  | NUMBER | COST PER UNIT | TOTAL |
|-----------------------|--------|---------------|-------|
|                       |        |               |       |
|                       |        |               |       |
|                       |        |               |       |
|                       |        |               |       |
| <b>h. OTHER TOTAL</b> |        |               |       |

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

--END--