

## Budget Example

Organization Name: \_\_\_\_\_

Personnel Costs			
Staff Titles	Rate	#Hours per Week	Total Amount

Personnel Costs			
Staff Titles	Rate	#Hours per Week	Total Amount

Personnel Costs			
Staff Titles	Rate	#Hours per Week	Total Amount

*Indirect Costs* \_\_\_\_\_

*Total Personnel Costs* \_\_\_\_\_

**Operating Costs (Provide subcategories as needed)**

Printing/Photocopies \_\_\_\_\_

Supplies \_\_\_\_\_

Postage/Communications \_\_\_\_\_

Educational Materials \_\_\_\_\_

Travel \_\_\_\_\_

Mandatory Conferences/Staff Trainings (registration fees, etc.) \_\_\_\_\_  
*(Review Attachment H for Travel Reimbursement Costs and Restrictions)*

Consultants \_\_\_\_\_

Equipment \_\_\_\_\_

Other Costs (Please specify) \_\_\_\_\_

*Total Operating Costs* \_\_\_\_\_

**Total Personnel Costs** \_\_\_\_\_

**Total Operating Costs** \_\_\_\_\_

**Total Project Costs** \_\_\_\_\_

## Budget Justification Example

### **Personnel:** (List all personnel)

#### *Example:*

\_\_\_\_\_, Project Director: Budgeted \$\_\_\_\_\_ for \_\_\_% effort for \_\_\_\_ month(s) on the award. Benefits on this amount are calculated at \_\_\_\_%. \_\_\_\_\_ will be responsible for.....

### **Consultants:**

#### *Example:*

\_\_\_\_\_, will provide consultant services in the area of \_\_\_\_\_. It is expected that a total of \_\_\_\_ hours at a rate of \_\_\_\_ per hour will be provided.

### **Mandatory Meetings:**

Itemize all costs related to registration fees, travel (air, mileage) parking, meals etc.

### **Supplies/Equipment/Postage/etc.:**

Itemize each cost x # needed and explain by budget line.

### **Office Space:**

Cost per sf. X number of sf x % for this project x # of staff.

### **Staff Development:**

Itemize each cost and explain by budget line.

### **Other expenses:**

Itemize each cost and explain by budget line.