Budget Instructions

The following budget categories should be used:

1. Personnel Salaries and Wages
2. Fringe Benefits
3. Total Personnel Salaries and Benefits
4. Travel - including local mileage, transportation and parking fees; also flights, hotels, and per diem expenses
5. Equipment
6. Supplies - including office supplies and program specific supplies (e.g., diapers, books, etc.)
7. Contractual/Subaward/Consultant Costs
8. Other
9. Total Direct Costs including Personnel Salaries and Wages
10. Indirect Costs (% of Total **Adjusted Direct Costs**)
11. Total Budget

The budget should be accompanied by an indirect cost rate agreement or acknowledgement of the de minimus rate, if applicable, and a budget narrative.

BUDGET NARRATIVE TAB - must provide the following detail:

Personnel Costs: Explain personnel costs by listing each position that will be supported from funds including title, percentage of full-time equivalency, annual salary, and dollar amount of salary budgeted.

Fringe Benefits: List the components that comprise the fringe benefit rate, for example health insurance, taxes, unemployment insurance, life insurance, retirement plans, and tuition reimbursement. The fringe benefits should be directly proportional to that portion of personnel costs that are allocated for the project.

Travel: List travel costs according to local and long-distance travel. For local travel, outline the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel. The budget should also reflect the travel expenses (e.g., airfare, lodging, parking, per diem, etc.) for each person and trip associated with participating in meetings and other proposed trainings or workshops.

Supplies: List the items that the project will use to implement the proposed project. Examples of supplies include, but are not limited to, office supplies (e.g., paper, pencils), medical supplies (e.g., syringes, blood tubes, gloves), and educational supplies (e.g., brochures, videos). **Items must be listed separately.**