

## Budget Summary Estimate Template

<u>Budget Categories</u>	<u>Federal Funds Requested</u>	<u>Cost Share (as applicable)</u>	<u>Total</u>
1. <b>Personnel</b> - wages or salaries, of temporary or permanent staff whose work is tied to the proposed project.	\$-		\$-
2. <b>Fringe Benefits</b> - may include contributions for social security, employee insurance, pension plans, etc. Only those benefits not included in an organizations indirect cost rate agreement	\$-		\$-
3. <b>Travel</b> - Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.	\$-		\$-
4. <b>Equipment</b> - any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.	\$-		\$-
5. <b>Supplies</b> - Materials costing less than \$5,000 per unit and often having one-time use.	\$-		\$-
6. <b>Contractual</b> - goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.	\$-		\$-
8. <b>Other Direct Costs</b> - Expenses not covered in any of the previous budget categories.	\$-		\$-
9. <b>Total Direct Costs</b> (line 1 through 8)	\$-		\$-
10. <b>Indirect Costs</b> - These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating.	\$-		\$-
11. <b>Total Costs</b> (lines 9 and 10)	\$-		\$-