

SAMPLE BUDGET DESCRIPTION

→ PERSONNEL

Total \$ _____

Provide the name of the person in each position (if known), the amount each position is paid per year, the percent of time position is paid per year, the percent of time position contributes to this cooperative agreement, the number of months the employee is paid each year, and the total amount of salary to be paid. State if any positions are vacant at the time.

Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives.

Sample Budget

PERSONNEL

Position Title & Name	Yearly Salary	% of Time	No. of Months	\$ Amount
Project Coordinator John Doe	[amount]	[percent]	[months]	[amount]
Education Specialist New Position/Vacant	[amount]	[percent]	[months]	[amount]
Secretary Jane Doe	[amount]	[percent]	[months]	[amount]

Sample Justification

Project Coordinator - [Name]

This position directs the overall operation of the project; responsible for overseeing the implementation of project activities. This position relates to all program objectives.

→ FRINGE BENEFITS/PAYROLL TAXES

Total \$ _____

Fringe benefits are usually applicable to direct salaries and wages. Provide the fringe benefit rate used and a clear description of how the computation of fringe benefits was done. If a fringe benefit rate is not used, show how the fringe benefits were computed for each position. The budget justification should be reflected in the budget description.

Project Coordinator - Salary [amount]

Retirement 5% of \$35,000 =	[amount]
FICA 7.65% of \$35,000 =	[amount]
Insurance =	[amount]
Workman's Compensation, etc. =	
Total	[amount]

→ INSURANCE

Total \$ _____

State the amount and reason for the insurance and to whom it will be paid.

→ TRAVEL

Total \$ _____

Note: Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the consultant category along with the consultant's fee.

Sample Budget

Travel

1 trip x 2 people x 500 miles return trip x .27/mile =	[amount]
2 days per diem x \$37/day x 2 people =	[amount]
1 night's lodging x \$67/night x 2 people =	[amount]

Total [amount]

Sample Justification

The Project Coordinator and the Education Specialist will travel to _____ to provide training at the “Train the Trainers” workshop being held [date].

→ EQUIPMENT

Total \$_____

Provide justification for the use of each item and relate them to specific program objectives. Maintenance fees for equipment should be shown in the Maintenance category.

Sample Budget

Equipment

[Item] = [amount]

[Item] = [amount]

[Item] = [amount]

Total [amount]

Provide objective-related justification for all equipment items after the detailed budget. The source for determining the budget price for each unit of equipment should be included in the justification.

→ SUPPLIES

Total \$_____

List by supply item. Provide justification of the supply items and relate them to specific program objectives.

Sample Budget

Supplies

General office supplies (pens, pencils, paper, etc.)

12 months x \$100/month = [amount]

2,000 pamphlets x \$.58 ea. = [amount]

Sample Justification

General office supplies will be used by staff to carry out daily activities of the program. Supplies relate to all objectives.

Pamphlets will be kept in stock and distributed to schools as needed upon request (describe how pamphlets relate to objectives).

→ PRINTING/COPYING

Total \$_____

List the printing and copying amount separately and the justification for each.

Sample Budget

Printing/Copying

Outside printing costs

copies x amount per copy [amount]

Sample Justification

Outside printing and copying will be used to provide marketing and/or program materials related to the objectives of the program (can relate to a specific component of the program).

→ TELEPHONE/FAX.POSTAGE

Total \$_____

List any costs associated with telephone (land line and/or cell) usage and fax.

Sample Budget

Telephone/Fax and Postage

Telephone/fax usage [amount per month]

Postage [amount per month]

Sample Justification

A land line and/or cell phone will be needed to carry out the goals and objectives of the proposed program. Postage will be needed to mail invitations, newsletters, etc. related to the proposed program.

→ **RENT/UTILITIES**

Total \$ _____

Justification is needed for rent and utility costs. If a portion of an existing building/office is being used, provide the sq footage to be used by the proposed program and cost per sq. foot along with associated utility costs.

Sample Budget

Rent/Utilities

Cost per square foot [amount per month]
Utility costs [amount per month]

Sample Justification

The program is requesting funding for partial rental costs associated with the goals and objectives.

→ **MAINTENANCE**

Total \$ _____

List any maintenance costs/fees that are associated with the proposed program. This could include maintenance of computer, building/office space, program equipment, etc.

Sample Budget

Maintenance

Computer maintenance [amount]

Sample Justification

Maintenance costs are needed to cover the program computer and printer as needed.

→ **EVALUATION**

Total \$ _____

List any costs associated with evaluation of the program/project. This could include the cost of an outside evaluator. **CFNM requires evaluation of funded projects but does not require that an outside evaluator be hired.** If evaluation only includes surveys, etc. led by program staff, costs for printing should be listed under Printing/Copying category.

Sample Budget

Evaluation

Evaluator name, cost per hr. /day (amount)

Sample Justification

An outside evaluator will be needed to ensure that the program/project meets its goals and objectives. (Resume of hired Evaluator must be attached)

→ **MARKETING**

Total \$ _____

List any costs associated with marketing (printing or copying costs should be listed under Printing/Copying category). Examples of costs within this category could include purchasing of mailing lists, website development, print and broadcasting advertising, design costs for marketing materials, trade show fees, public relations, etc.

Sample Budget

Marketing

Website development [amount]
Media advertisement [amount]

Sample Justification

Website development is needed to launch our new program (or expand an existing program). Media advertisement will be used to market events, programs, etc.

→ **OTHER**

Total \$ _____

This category is for all other expenses not listed in a category above.