

# BUDGET SHEET FY14

FORM 4

May 1, 2014-April 30, 2015

**Instructions**

- Categories not requesting funds for, leave blank.
- Add to any categories as necessary.

<b>1. PERSONNEL</b>				
Name/Position	RPE Hours per year		Hourly Wage	
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
			<b>TOTAL</b>	<b>\$0.00</b>

<b>2. FRINGE BENEFITS</b> - Fringe benefits applicable to direct salaries and wages are treated as direct costs.				
Name, Position	Fringe Benefit Rate		Yearly Salary	
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
			<b>TOTAL</b>	<b>\$0.00</b>

<b>3. CONSULTANT</b> - A consultant is an individual hired to give professional advice or services for a fee but not as an employee of the hiring party.				
Name, Organizational Affiliation, Service Provided	Hourly Rate		Provided Hours	
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
<b>Travel, Per Diem, and Other Related Expenses</b>				
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
			<b>TOTAL</b>	<b>\$0.00</b>

Provide justification for consultant costs and description of duties.

<b>4. EQUIPMENT</b> - For state and local governments (under 45 CFR Part 92), equipment is defined as "an article of tangible, nonexpendable, personal property having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit. List each item of equipment separately and provide cost of each item. Give justification for each item of equipment by relating it to program objectives.				
Item	Quantity		Unit Price	
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
			<b>TOTAL</b>	<b>\$0.00</b>



# BUDGET SHEET FY16

FORM 5

May 1, 2015-April 30, 2016

**Instructions**

- Categories not requesting funds for, leave blank.
- Add to any categories as necessary.

<b>1. PERSONNEL</b>				
Name/Position	RPE Hours per year		Hourly Wage	
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
			<b>TOTAL</b>	<b>\$0.00</b>

<b>2. FRINGE BENEFITS</b> - Fringe benefits applicable to direct salaries and wages are treated as direct costs.				
Name, Position	Fringe Benefit Rate		Yearly Salary	
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
			<b>TOTAL</b>	<b>\$0.00</b>

<b>3. CONSULTANT</b> - A consultant is an individual hired to give professional advice or services for a fee but not as an employee of the hiring party.				
Name, Organizational Affiliation, Service Provided	Hourly Rate		Provided Hours	
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
<b>Travel, Per Diem, and Other Related Expenses</b>				
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
			<b>TOTAL</b>	<b>\$0.00</b>

Provide justification for consultant costs and description of duties.

<b>4. EQUIPMENT</b> - For state and local governments (under 45 CFR Part 92), equipment is defined as "an article of tangible, nonexpendable, personal property having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit. List each item of equipment separately and provide cost of each item. Give justification for each item of equipment by relating it to program objectives.				
Item	Quantity		Unit Price	
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
			<b>TOTAL</b>	<b>\$0.00</b>



# BUDGET SHEET FY16

May 1, 2016-April 30, 2017

**Instructions**

- Categories not requesting funds for, leave blank.
- Add to any categories as necessary.

<b>1. PERSONNEL</b>				
Name/Position	RPE Hours per year		Hourly Wage	
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>

<b>2. FRINGE BENEFITS</b> -Fringe benefits applicable to direct salaries and wages are treated as direct costs.				
Name, Position	Fringe Benefit Rate		Yearly Salary	
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>

<b>3. CONSULTANT</b> - A consultant is an individual hired to give professional advice or services for a fee but not as an employee of the hiring party.				
Name, Organizational Affiliation, Service Provided	Hourly Rate		Provided Hours	
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
<u>Travel, Per Diem, and Other Related Expenses</u>				
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>
Provide justification for consultant costs and description of duties.				

<b>4. EQUIPMENT</b> - For state and local governments (under 45 CFR Part 92), equipment is defined as "an article of tangible, nonexpendable, personal property having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit. List each item of equipment separately and provide cost of each item. Give justification for each item of equipment by relating it to program objectives.				
Item	Quantity		Unit Price	
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>

BUDGET SHEET

**5. SUPPLIES** - List types of supplies (General office, printing, promotional, etc.). Provide unit cost and number needed (whenever possible). Provide totals for the types of supplies. Give as much detail and justification for the supply items by relating them to specific program objectives whenever possible.

Item	Quantity	Unit Price		
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>

Detail and Justification

**6. TRAVEL**

Local Travel

Travel Destination/Purpose	Total Miles	Per-Mile Rate		
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00

Over Night Travel

Travel Destination/Purpose	Lodging	Number of Individuals		
				= \$0.00
				= \$0.00
				= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>

Give purpose of the trip, the destination, and the persons by name and title that will be traveling. Provide justification for the travel by relating it to program objectives.

**7. OTHER (Examples)**

Name of Item	Cost	Quantity		
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>

Detail and Justification

# BUDGET SHEET FY17

May 1, 2017-April 30, 2018

**Instructions**

- Categories not requesting funds for, leave blank.
- Add to any categories as necessary.

<b>1. PERSONNEL</b>				
Name/Position	RPE Hours per year		Hourly Wage	
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>

<b>2. FRINGE BENEFITS</b> -Fringe benefits applicable to direct salaries and wages are treated as direct costs.				
Name, Position	Fringe Benefit Rate		Yearly Salary	
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>

<b>3. CONSULTANT</b> - A consultant is an individual hired to give professional advice or services for a fee but not as an employee of the hiring party.				
Name, Organizational Affiliation, Service Provided	Hourly Rate		Provided Hours	
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
<u>Travel, Per Diem, and Other Related Expenses</u>				
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>
Provide justification for consultant costs and description of duties.				

<b>4. EQUIPMENT</b> - For state and local governments (under 45 CFR Part 92), equipment is defined as "an article of tangible, nonexpendable, personal property having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit. List each item of equipment separately and provide cost of each item. Give justification for each item of equipment by relating it to program objectives.				
Item	Quantity		Unit Price	
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>



# BUDGET SHEET FY18

May 1, 2018-April 30, 2019

**Instructions**

- Categories not requesting funds for, leave blank.
- Add to any categories as necessary.

<b>1. PERSONNEL</b>				
Name/Position	RPE Hours per year		Hourly Wage	
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>

<b>2. FRINGE BENEFITS</b> -Fringe benefits applicable to direct salaries and wages are treated as direct costs.				
Name, Position	Fringe Benefit Rate		Yearly Salary	
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>

<b>3. CONSULTANT</b> - A consultant is an individual hired to give professional advice or services for a fee but not as an employee of the hiring party.				
Name, Organizational Affiliation, Service Provided	Hourly Rate		Provided Hours	
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
<u>Travel, Per Diem, and Other Related Expenses</u>				
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
	\$0.00	x		= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>
Provide justification for consultant costs and description of duties.				

<b>4. EQUIPMENT</b> - For state and local governments (under 45 CFR Part 92), equipment is defined as "an article of tangible, nonexpendable, personal property having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit. List each item of equipment separately and provide cost of each item. Give justification for each item of equipment by relating it to program objectives.				
Item	Quantity		Unit Price	
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
		x	\$0.00	= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>

BUDGET SHEET

**5. SUPPLIES** - List types of supplies (General office, printing, promotional, etc.). Provide unit cost and number needed (whenever possible). Provide totals for the types of supplies. Give as much detail and justification for the supply items by relating them to specific program objectives whenever possible.

Item	Quantity	Unit Price		
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>

Detail and Justification

**6. TRAVEL**

Local Travel

Travel Destination/Purpose	Total Miles	Per-Mile Rate		
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00
		\$0.00	x	= \$0.00

Over Night Travel

Travel Destination/Purpose	Lodging	Number of Individuals		
			=	\$0.00
			=	\$0.00
			=	\$0.00
<b>TOTAL</b>				<b>\$0.00</b>

Give purpose of the trip, the destination, and the persons by name and title that will be traveling. Provide justification for the travel by relating it to program objectives.

**7. OTHER (Examples)**

Name of Item	Cost	Quantity		
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
	\$0.00		x	= \$0.00
<b>TOTAL</b>				<b>\$0.00</b>

Detail and Justification