|  |  |
| --- | --- |
| **PROJECT BUDGET** |  |
| **BUDGET CATEGORY** *(add/remove itemizing lines below as necessary but do not delete major categories)* | **PROPOSAL REQUEST** |
| * + 1. **Personnel** **Total** *(list individual names and titles below):* | **$** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| * + 1. **Fringe Benefits\_\_\_\_\_%** (e.g., 10% of total personnel costs) **Total**: | **$** |
| * + 1. **Travel Total** (estimate number/purpose of trips below): | **$** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| * + 1. **Equipment** **Total** (itemize below): | **$** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| * + 1. **Supplies Total** (itemize below): | **$** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| * + 1. **Contracts Total** (itemize below): | **$** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| * + 1. **Other Total** (itemize below): | **$** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| viii**.TOTAL DIRECT COSTS** (sum of rows i-vii): | **$** |
| 1. **INDIRECT COSTS**\_\_\_\_\_\_% of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: | **$** |
| 1. **TOTAL PROJECT COSTS** (sum of viii and ix): | **$** |

Instructions:

* Enter whole dollars, not cents
* Itemize each component of the categories below the total.
* **i. Personnel**  
    
  Indicate the name and position of each individual employed by the recipient who will be receiving compensation under the subgrant. A brief description of how the salary dollars were calculated should also be included on this line. (example: 10% effort of $50,000 annual salary, or 200 hours at $42/hr)
* **ii. Benefits:**  
    
  Indicate the benefit costs incurred by your organization associated with the salaries in section i. The line should at least include the amount for FICA (7.65%) or an explanation that benefit costs are included in the salary figures presented.
* **iii. Travel**  
    
  Costs associated with transportation, accommodation, and meals/incidental expenses should be itemized here. Local travel should indicate the estimated miles to be covered times a specified mileage rate.
* **iv: Equipment**  
    
  List the tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000.
* **v. Supplies**   
    
  List tangible personal property other than those described in the definition of equipment. Note that computers are supplies if the acquisition cost is less $5,000,
* **vi. Contracts**  
    
  Itemize any estimated professional services and consultants to be paid by the project.
* **vii. Other**  
    
  Any miscellaneous anticipated cost not otherwise assignable to the above categories.
* **ix. Indirect Cost**  
    
  Calculate indirect cost using your negotiated federal indirect rate agreement (NICRA). If you do not have a negotiated federal rate, NBEP will accept a de minimis rate of 10% Modified Total Direct cost. Waiving indirects is also acceptable.