

**Detailed Budget
Budget Request for Upcoming Budget Year**

County/Tribe:
Budget Period:
Contact Person:

This detailed budget should reflect expected expenses for the upcoming budget year. A contribution for sustainability of 33% is required from each site for years 1 – 3; 50% contribution for sustainability required for year 4; and 100% contribution for sustainability required for year 5. Please show contribution amounts, where applicable, in the “Contribution Amount” column provided.

Page 2 includes a “Budget Justification” form to be completed for items as noted below.

Personnel Detail:

Title of Position	% of Time	Hourly Rate	Hrs./Month	# of Months Budgeted	Total Cost
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$

	Grant Budget	Contribution Amount
1. Total Personnel Cost (from “Personnel Detail” table above)	\$	\$
2. Fringe Benefits for Project Personnel (Employers FICA; Employees Insurance; etc., please list below)	\$	\$
3. Agency Personal Liability Insurance and Other Insurance	\$	\$
4. Travel a. Professional Staff	\$	\$
b. Volunteer Workers	\$	\$
5. Equipment <i>(include details in Budget Justification)</i>	\$	\$
6. Supplies and Operating Expenses <i>(include details in Budget Justification)</i>	\$	\$
7. Contractual and Consultant Costs <i>(include details in Budget Justification)</i>	\$	\$
8. Training Expenses <i>(include details in Budget Justification)</i>	\$	\$
9. Support for Parents/Caregivers <i>(include details in Budget Justification)</i>	\$	\$
10. Advertising <i>(include details in Budget Justification)</i>	\$	\$
11. Evaluation	\$	\$
12. Other Expenses <i>(include details in Budget Justification)</i>	\$	\$
13. TOTAL BUDGET (lines 1 through 12)	\$	\$

**Detailed Budget Plan Request
for Upcoming Budget Year**

Budget Justification Narrative

Please describe details for the following budget items, use additional space if needed:

Equipment:

Supplies & Operating Expenses:

Contractual and Consultant Costs:

Training Expenses:

Support for Parents/Caregivers:

Advertising:

Other Expenses: