

Detailed Budget Items by Object Class Categories	Federal \$	State Match \$	Other Match \$	Totals
a. Personnel		*	*	\$37,500
Example: Salary 1 0.25 FTE Grant/Project Manager @\$300/day	\$15,000			
Example: Salary 1 0.50 FTE Volunteer Coordinator @\$200/day	\$22,500			
b. Fringe Benefits				\$11,250
Example: Fringe 1 0.25 FTE Grant/Project Manager	\$4,500			
Example: Fringe (1 0.75 FTE Volunteer Coordinator)	\$6,750			
c. Travel				\$659
Example: Daily and overnight trips for community engagement and site visits by field personnel, 6 total trips at average \$110/trip	\$659			
d. Equipment				
(Generally not allowed)	\$0			
e. Supplies				\$6,500
Example: 50 3 gal trees	\$5,000			
Example: Office and field supplies (paper, gloves, shovel, pruners)	\$1,500			
f. Contractual				\$10,000
Example: Watering, 3-year contract	\$10,000			
g. Other				
Example: Specialized training for project staff	\$2,000			\$2,000
Total Direct Cost (sum of a through f)	\$67,909			\$67,909
Indirect Cost**	\$0			\$0
TOTAL	\$67,909			\$67,909
Budget Overview: [Provide a description of each category tied into project goals and objectives]				
* No Match required as long as project occurs 100% within CJEST disadvantaged areas or provides drinking water to CJEST Disadvantaged communities				
** * Up to 20% of the total project budget can be used as administrative costs. These include any indirect expenses required by an applying organization. Indirect costs are allowable but supporting documentation of federal indirect cost agreement is required.				

Budget Category	Descriptions
Personnel	This refers to wages and salaries paid to employees of the grantee organization who are directly involved in grant implementation. This line item does not include personnel hired by the sub-grantee; those costs are included in the "Contractual" line item.
Fringe	The cost of benefits paid to the personnel on the grant, including the cost of employer's share of FICA, health insurance, workers' compensation, and vacation. The budget worksheet for this category should contain descriptive information about what specific fringe benefits are being charged to the grant, including the fringe benefit percentage.
Travel	Refers to travel costs of personnel that are reasonable and necessary to effectively manage and carry out grant activities, provide oversight, or measure program effectiveness. Air travel, when necessary, should be obtained at the lowest possible customary standard (coach or equivalent fare). Travel costs may be charged on an actual basis, or on a per-diem or mileage basis in lieu of actual costs. This line item does not include travel expenses of the sub-grantee, which are included in the "Contractual" line item.
Equipment	Refers to non-expendable personal property that has a useful life of more than one year and a per-unit cost of \$5,000 or more. The only type of equipment that may be acquired with Federal funds is equipment necessary for the operation of the grant. If purchased, the cost of the equipment is to be prorated over the projected life of the equipment to determine the cost to the grant. Use of grant funds to purchase equipment with a unit cost of \$5,000 or more requires special review and approval from the Grant Officer prior to purchase. Shipping, delivery, and installation, if necessary, are a normal part of the cost of equipment and should be included in the budgeted amount.
Supplies	All consumable materials costing less than \$5,000 per unit; other goods such as copy paper, pens and pencils, computers; any materials needed to conduct training, agreements for evaluating the grant, providing training, etc. Shipping and delivery are a normal part of the cost of supplies and should be included in the budgeted amount.
Contractual	The cost of any contract or sub-grant agreement. Contractual costs could include sick leave, holidays, or unemployment insurance. The total costs of all sub-grant contracts are reflected in this line item.
Other	Direct costs that do not fit any of the aforementioned categories, such as rent for buildings used to conduct grant activities, utilities, leased equipment, child care, transportation expenses, tuition for training, etc.
Total Direct Costs	Sum of the direct costs after each category is completed (auto-calculated on worksheet).
Indirect Costs	If the grantee has an approved indirect cost rate and wishes to apply it to this grant, a copy of the indirect cost agreement signed by the issuing Federal agency must be attached to the grant proposal.