

## Application Budget

The budget justification and budget table should be completed as in the samples below.

Type of Cost	Justification	Total
<b>PERSONNEL</b> Describe personnel costs, including number of people, positions, etc.		
<b>SERVICES AND SUPPLIES</b> Describe all services being provided and supplies being procured, such as printing costs, advertisements, meals, training, etc.		
<b>EQUIPMENT</b> Describe all equipment being procured and how intended to be used		
<b>FACILITIES</b> Describe any facility costs necessary for execution of your activity		
<b>OTHER COSTS</b> Describe any additional costs associated with the execution of your activity		

## BUDGET FORM

COSTS			
A. PERSONNEL (ADMIN/SUPPORT STAFF)			
Project Staff			
Position Title	Hourly Rate	Total Project Hours	TOTAL
Administration/Support			
TOTAL PERSONNEL COSTS			
B. SERVICES AND SUPPLIES			
Production/reproduction of materials			
Type of Production Material	Cost per unit	Number of units	TOTAL
Supplies			
Item	Cost per unit	Number of units	TOTAL
TOTAL SERVICES AND SUPPLIES			
C. EQUIPMENT			
Type of equipment	Cost per item	Number of items	TOTAL
TOTAL EQUIPMENT			
D. FACILITIES			

Vendor/Facility	Deposit amount	Remaining amount	TOTAL
<b>TOTAL FACILITIES</b>			
<b>E. OTHER COSTS</b>			
Name of costs (e.g., travel stipends)	Cost per unit/item	Number of items	TOTAL
<b>TOTAL OTHER COSTS</b>			
<b>GRAND TOTAL</b>			