

## Project Budget Form

### I. Budget Summary:

**NFWF Funds** – This column details how grant funds will be spent on the project. Budget categories must be line items that specifically describe project costs, not program items or acronyms. For example, program categories such as “Education,” “Restoration,” or “Workshops” are unacceptable because they do not indicate what is being paid for. These categories must be broken down into specific line items such as “Supplies,” “Materials,” or “Contractual Services.” Please include itemized expenses for each budget category and be as specific as possible. **Indirect costs, overhead, contingencies, and miscellaneous costs** are not allowed.

**Matching Funds** - These are funds or in-kind contributions--contributed goods and/or services--that have been or will be donated to support the proposed project. While raising additional support for the project is not required, it is encouraged. The ability to raise additional support will be considered as part of the proposal evaluation process. All matching funds must be obtained within the project period listed on the applicant information form. **Indirect costs, overhead, contingencies, and miscellaneous costs** are not allowed.

**Total Funds per Category** – This column reflects the total costs designated for the project, grant and matching funds combined.

### Budget Summary:

Budget Category	NFWF Funds	Matching Funds	Total Funds per Category
<b>Other*:</b>	\$4,800.00	\$1,000.00	\$5,800.00
<b>Equipment**:</b> (Only matching funds are allowed to be spent in this category)		\$	\$
<b>TOTAL</b>	\$4,800.00	\$1,000.00	\$5,800.00

\* **Other** represents a summary of expenses such as contractual services, supplies and materials, printing, travel, contributed goods and services, and any additional line items.

\*\* **Equipment** is defined as tangible nonexpendable property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.



**Other:** Include all other Project expenses in this Budget category. For example:

\*\*The "Other" category represents a summary of all the expenses other than salaries, benefits, and equipment. The total dollar amount noted in this category should include a summary total of all expenses; individual expenses will be outlined in the detail below.

**Contractual Services:** List and provide a brief description for each service to be contracted. Include hourly rates and total hours when applicable.

Description	Total Cost of Service	Match \$	NFWF \$
Install system	1,000.00	1,000.00	0.00

**Supplies and Materials:** Give examples of types of supplies and materials included. Supplies are expendable items that are used up by end of project. Materials are items which are in another form at the end of the project.

Description	Per Unit Cost	Total # Units	Match \$	NFWF \$
Flat Panel TV, wires, ect.	1,800.00	1.00	0.00	1,800.00
Camera & Transmission	1,880.00	1.00	0.00	1,880.00
Misc. Material	1,120.00	1.00	0.00	1,120.00

**Printing:** List each type of item being printed with the number of items of that type and the per-unit cost. NFWF may not be able to cover printing expenditures, depending on the source of the federal funds for your grant. Please try to use your matching funds to cover printing costs.

Description	Per Unit Cost	Total # Units	Match \$	NFWF \$
None			0.00	0.00

**Travel:** Describe all travel expenses. Include the number of trips, number of travelers, mode of transportation, per diem expenses, mileage and rates (hotel, airline, rental car, etc.). Mileage and gas costs cannot both be counted for the same trip. International travel to be paid for with federal funds must occur on U.S. carriers to the extent possible.

Description	Cost per Mile	Total # Units	Match \$	NFWF \$
None			0.00	0.00

**Contributed Goods and Services:** Please describe all goods and services contributed to this project as match from project partners.

Description	Match \$
None	

**Additional line items:** Describe any additional costs that do not fall within the line items listed above. For instance, equipment rental, utilities and rent for office space, etc.

Description	Cost per Unit	Total # Units	Match \$	NFWF \$
None			0.00	0.00

	Match \$	NFWF \$
Total of all "other" costs listed	1,000.00	4,800.00