



**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 \$
<b>Total of all "other" costs listed above:</b>	<b>1,000.00</b>	<b>4,800.00</b>

**Project Implementation:**

NFWF organizes projects and payment of funds by project phases to insure the timely release of NFWF funds when needed by the NFWF recipient for imminent project expenses. A project phase is the group of activities or **measurable benchmarks** that will be accomplished in a specific period to meet the overall project purpose. Phases should not be thought of as a specific period of time (i.e. March 5, 2004 – June 28, 2004), but rather structured around **project accomplishments** (i.e. plant 3 miles of riparian trees, hold 4 volunteer workshops, complete culvert design plans). Projects typically consist of two to four project phases that are defined by observable milestones in the project timeline.

Each project phase has its own budget, including associated matching contributions, and a scope of work identifying activities and measurable results. Please provide a breakdown of the project by phase in the format below. In each phase include a detailed description of the programmatic activities that will be accomplished with the dollars requested. All dollars advanced to the recipient will be on an imminent need basis. The detail provided here allows NFWF to draw a distinct link between the budget detail and the programmatic activities being conducted during the grant period. The final phase must contain at least 10% of the project's total budget and activities. **\*\*Note: the final phase will be paid in arrears. \*\***

\*\*\*Please ensure that the matching and NFWF grant award amounts in this phased document reflect the amounts in the budget detail above.

\*\*\*Please allocate NFWF funds to each phase.

**Example:**

Project Phase 1:	<p><i>To add lines in the phasing section please use ALT+ENTER. Please use an action verb and bullet point format, for example:</i></p> <ul style="list-style-type: none"> <li>• Coordinate with USFWS Refuge personnel to design a day lesson focusing on refuges and wetlands.</li> <li>• Conduct surveys three times per week of raptors along a 179-mile transmission line corridor before and after transmission line construction.</li> </ul>	<b>Budget Category</b>	<b>NFWF Funds</b>	
		Salaries & Benefits:	10,000.00	
		Equipment:	0.00	
		Other:	6,000.00	
		<b>TOTAL</b>	<b>16,000.00</b>	
Matching Contributions allocated to Phase 1:		32,000.00	<b>TOTAL</b>	<b>16,000.00</b>

Project Phase 1:	Coordinate with USFWS Refuge personnel to select location for camera, power supply, and TV display. Purchase supplies and instal caracara nest camera and TV display in the Discovery Center on the Brazoria National Wildlife Refuge.	<b>Budget Category</b>	<b>NFWF Funds</b>	
		Salaries & Benefits:	0.00	
		Equipment:	0.00	
		Other:	4,800.00	
Matching Contributions allocated to Phase 1:		1,000.00	<b>TOTAL</b>	<b>4,800.00</b>

Project Phase 2:	None	<b>Budget Category</b>	<b>NFWF Funds</b>	
		Salaries & Benefits:	0.00	
		Equipment:	0.00	
		Other:	0.00	
Matching Contributions allocated to Phase 2:		0.00	<b>TOTAL</b>	<b>0.00</b>

Please note: Payment for the final phase will not be paid until NFWF receives and approves final reports. It is important to effectively plan for this budget structure to avoid shortfalls.

Final Project Phase	None	<b>Budget Category</b>	<b>NFWF Funds</b>	
		Salaries & Benefits:	0.00	
		Equipment:	0.00	
		Other:	0.00	
Matching Contributions allocated to Final Project Phase:		0.00	<b>TOTAL</b>	<b>0.00</b>

<b>Matching Contributions Project Total:</b>	<b>1,000.00</b>	<b>NFWF PROJECT TOTAL</b>	<b>4,800.00</b>
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<b>**Phasing should equal amount shown in budget detail</b>			
<b>Matching Contributions:</b>	<b>1,000.00</b>	<b>NFWF Funds:</b>	<b>4,800.00</b>