

## 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**

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

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>			