

LINE ITEM BUDGET

Organization Name
Project Duration: *Start date - End date*

1. Personnel (Description: An employee of the organization whose work is tied to the proposed project)								
Position/ (Name of person - if available)	Monthly salary rate	# of months	% Effort for Project	Requested Federal Funds	Cost-Share	Total (Monthly Salary X # of months X % Effort)	Narrative Justification (Justifications should be no more than 1-2 sentences per budget line item; they should justify the cost and explain the unit cost calculation and methodology.)	
1.1 Job Title #1						\$0	Job description	
1.2 Job Title #2						\$0		
1.3 Job Title #3						\$0		
1.4						\$0		
1. Personnel Sub-Total				\$0	\$0	\$0		
Source of Cost Share Funds (if apply): Do not leave this space blank. If there is no cost share for this budget category, please enter "Not Applicable" or "N/A."								
2. Fringe Benefits (Description: May include contributions for social security, employee insurance, pension plans, etc.)								
Component	Wage	Rate	Requested Federal Funds	Cost-Share	Total (Wage x Rate)	Narrative Justification (Justifications should be no more than 1-2 sentences per budget line item; they should justify the cost and explain the unit cost calculation and methodology.)		
2.1 Job Title #1 Fringe					\$0	Example: "As stated in our policies and procedures, our organization pays 7% of each employee's annual salary to cover social security, insurance, and pension."		
2.2 Job Title #2 Fringe					\$0			
2.3 Job Title #3 Fringe					\$0			
2.4					\$0			
2.5					\$0			
2. Fringe Benefits Sub-Total				\$0	\$0	\$0		
Source of Cost Share Funds (if apply): Do not leave this space blank. If there is no cost share for this budget category, please enter "Not Applicable" or "N/A."								
3. Travel (Description: Explain need for all travel. Must follow U.S. Government regulations. The lowest available commercial fares for coach or equivalent accommodations must be used. Local travel policies prevail.)								
Purpose of Travel	Item Description	Number of Days	Cost Per Unit/Rate	Number of People	Requested Federal Funds	Cost-Share	Total (No. of Days x Cost Per Unit x No. of People)	Narrative Justification (Justifications should be no more than 1-2 sentences per budget line item; they should justify the cost and explain the unit cost calculation and methodology.)

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3.1							\$0	
3.2							\$0	
3.3							\$0	
3.4							\$0	
3.5							\$0	
3.6							\$0	
3.7							\$0	
3.8							\$0	
3.9							\$0	
3.10							\$0	
3. Travel Sub-Total					\$0	\$0	\$0	
Source of Cost Share Funds (if apply): Do not leave this space blank. If there is no cost share for this budget category, please enter "Not Applicable" or "N/A."								
4. Equipment: Not Allowable								
5. Supplies <i>(Description: Materials costing less than \$5,000 per unit and often having one-time use.)</i>								
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Requested Federal Funds	Cost-Share	Total (Cost Per Unit x No. of Units)	Narrative Justification <i>(Justifications should be no more than 1-2 sentences per budget line item; they should justify the cost and explain the unit cost calculation and methodology.)</i>	
5.1						\$0		
5.2						\$0		

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5.3						\$0	
5.4						\$0	
5.5						\$0	
5. Supplies Sub-Total				\$0	\$0	\$0	

Source of Cost Share Funds (if apply): Do not leave this space blank. If there is no cost share for this budget category, please enter "Not Applicable" or "N/A."

6. Contractual (Description: The costs of project activities to be undertaken by a third-party contractor should be included in this category as a single line item charge. A complete itemization of the cost should be attached to the budget. If there is more than one contractor, each must be budgeted separately and must have an attached itemization.)

Name/Item Description	Unit of Measure	Unit Cost	Number of Units	Requested Federal Funds	Cost-Share	Total (Cost Per Unit x No. of Units)	Narrative Justification <i>(Justifications should be no more than 1-2 sentences per budget line item; they should justify the cost and explain the unit cost calculation and methodology.)</i>
6.1						\$0	
6.2						\$0	
6.3						\$0	
6.4						\$0	
6.5						\$0	
6.6						\$0	
6.7						\$0	
6. Contractual Sub-Total				\$0	\$0	\$0	

Source of Cost Share Funds (if apply): Do not leave this space blank. If there is no cost share for this budget category, please enter "Not Applicable" or "N/A."

7. Construction: Not Allowable

8. Other Direct Costs (Description: Expenses not covered in any of the previous budget categories.)

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Item Description	Unit of Measure	Cost Per Unit	Number of Units	Requested Federal Funds	Cost-Share	Total (Cost Per Unit x No. of Units)	Narrative Justification (Justifications should be no more than 1-2 sentences per budget line item; they should justify the cost and explain the unit cost calculation and methodology.)
8.1						\$0	
8.2						\$0	
8.3						\$0	
8.4						\$0	
8.5						\$0	
8.6						\$0	
8.7						\$0	
8.8						\$0	
8.9						\$0	
8. Other Direct Costs Sub-Total				\$0	\$0	\$0	
Source of Cost Share Funds (if apply): Do not leave this space blank. If there is no cost share for this budget category, please enter "Not Applicable" or "N/A."							
9. Total Direct Costs							
Sum of Sub-total Costs from #1-#8 above				Requested Federal Funds	Cost-Share	Total	
				\$0	\$0	\$0	
10. Total Indirect Costs							
Overhead costs allocable to the project such as rent, utilities, etc. are generally pro-rated and included in the Other Direct Costs category. NICRA or other negotiated indirect cost rates are optional and often replace the Other Direct Cost option (2 CFR 200.414 Indirect (F&A) costs).				Requested Federal Funds	Cost-Share	Total	
				\$0	\$0	\$0	
11. Total Costs							

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Sum of Direct and Indirect Costs from #9-#10 above	Requested Federal Funds	Cost-Share	Total
	\$0	\$0	\$0