



City of Phoenix

Food Systems Grant Budget Template

Project Budget:

In this section, please provide a detailed breakdown of the requested budget, not to exceed \$20,000. Please present budget in the requested format. Provide a clear explanation of the costs and explain how funds will be used efficiently. Describe any leveraged or matching resources (if applicable).

For budget definitions, please refer to the Exhibit B below.

Proposed Project Budget		
Personnel: Direct costs for the salaries, wages, and allowable incentive compensation for those individuals who are employees of the recipient organization who will perform work directly for the project		
Item	Amount	Description
<i>EXAMPLE: Neighborhood Food Champions Stipend</i>	\$5,200.00	<i>A stipend will be provided to the neighborhood food champions responsible for helping maintain the community garden and the free community pantry. The two champions will be paid \$20/hr x 5hrs/week for 26 weeks (\$20/hr x 5hrs/week x 26 weeks = \$2,600 x 2 champions = \$5,200).</i>
Subtotal:	\$	
Fringe Benefits: Allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages.		
Item	Amount	Description
Subtotal:	\$	
Supplies and Materials - Tangible personal property other than equipment with a per item acquisition cost of less than \$5,000. If equipment is part of your request, it must directly relate to the grant request. Please specify what it will be used for.		
Item	Amount	Description
<i>EXAMPLE: Supplies</i>	\$3,500.00	<i>Supply purchases will include shovels, hand trowels, rakes, wheelbarrows, irrigation system repair kits, and a small storage shed. These tools will be provided at no cost to neighbors through our Neighborhood Tool Lending Program. About ~\$1,000 will be spent on the tools and ~2,500 will be spent on the storage shed.</i>



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Subtotal:		\$
Professional Service- Refers to the relationship between a recipient and an outside entity that carries out part of the project or provides goods or services in connection with the grant award. Ex.- Consultants, vendors, professional services, fiscal sponsorship, insurers, etc.		
Item	Amount	Description
Subtotal:		\$
Capital Expenses: Expenses related to all physical improvement, construction, and/or renovation. Please include a 15% contingency rate.		
Item	Amount	Description
Subtotal:		\$
Total Direct Costs – Includes supplies, equipment, and labor expenses. A direct cost can be traced to the cost object, which can be a service or product.		
Total:		\$
Total Indirect Costs – Refers to expenses that apply to more than one business activity and cannot be applied directly to the production of a specific good or service. Include expenses such as rent, utilities, and administrative expenses. They are costs needed for the sake of the entity's operations. Total Indirect Costs may not exceed 15 percent of the total budget.		
Total:		\$
TOTAL AMOUNT REQUESTED: Must equal Total Direct Costs and Total Indirect Costs		\$

Examples of program expenses relevant to your proposal:

Staffing costs	Food	Gas mileage (\$0.70/mile)
Educators or workshops	Soil and compost	Rent/facilities use related to Food Equity Fund
Food distribution equipment	Plant starts	Irrigation system
Commercial liability insurance	Kitchen equipment	Greenhouse



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Fiscal sponsorship fee

Strategic planning
facilitator

Interpretation or translation services

Budget Narrative: If this budget doesn't capture the full picture of your proposal, please use this space to explain further. This can include, but is not limited to, a list of secured funding or in-kind donations. Please limit your response to only 1–2 paragraphs.

