

**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 eligible budget categories and definitions, please refer to the Exhibit A and B listed on the Food Systems Grant Program Guidelines document. (Add rows as needed)*

Budget Category	Amount	Explanation & Justification
EXAMPLE: Supplies	\$3,500.00	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.
EXAMPLE: Personnel Costs	\$5,200.00	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).
<b>Total Amount Requested</b>	<b>\$xx,xxx.xx</b>	

Proposed Project Budget		
<b>Personnel:</b> 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
EXAMPLE: Neighborhood Food Champions Stipend	\$5,200.00	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).
Subtotal:	\$	
<b>Fringe Benefits:</b> Allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages.		
Item	Amount	Description

Subtotal:	\$	
<b>Travel:</b> Costs classified as “travel” must be for recipient employees for trips that are necessary to perform the project activities. Vehicle fuel costs cannot exceed the federal mileage reimbursement rate of 70 cents per mile.		
Item	Amount	Description
Subtotal:	\$	
<b>Equipment:</b> Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.		
Item	Amount	Description
Subtotal:	\$	
<b>Supplies</b> - Supplies are tangible personal property other than equipment with a per item acquisition cost of less than \$5,000.		
Item	Amount	Description
EXAMPLE: Supplies	\$3,500.00	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.
Subtotal:	\$	
<b>Contractual Services and Subawards</b> -Refers to the relationship between a recipient and an outside entity that carry out part of the project or provides goods or services in connection with the grant award.		
Item	Amount	Description
Subtotal:	\$	
<b>Consultant (Professional Service)</b> - Consultant costs for individuals who are not employees of the recipient are classified as contractual rather than personnel. Individual consultants typically receive 1099 forms for Federal tax purposes.		
Item	Amount	Description

Subtotal:	\$	
<b>Occupancy (Rent and Utilities)</b> – Occupancy includes insurance and indemnification, utilities, rental/lease of equipment, office space, and meeting or conference facilities.		
Item	Amount	Description
Subtotal:	\$	
<b>Research and Development (R&amp;D)</b> - Stipends and other incentives paid to participants in research experiments, focus groups, surveys or similar research activities.		
Item	Amount	Description
Subtotal:	\$	
<b>Telecommunications</b> – Refer to the costs associated with the use of telecommunication services, including voice, data, and internet services.		
Item	Amount	Description
Subtotal:	\$	
<b>Training and Education</b> - Stipends for interns, fellows, trainees, or attendees at community meetings including registration fees, training materials, and travel costs when the purpose of the trip is to participate in the project activity.		
Item	Amount	Description
Subtotal:	\$	
<b>Direct Administrative Costs</b> - Refer to expenses that are directly associated with the administration of a specific program or project. These costs can be easily identified and allocated to the program, but they do not directly contribute to the services provided to clients or residents.		
Item	Amount	Description
Subtotal:	\$	

<b>Miscellaneous Costs</b> – Refers to small, irregular costs that do not fit into predefined categories.		
Item	Amount	Description
Subtotal:	\$	
<b>Total Direct Costs</b> – Includes supplies, equipment, and labor expenses. A direct cost can be traced to the cost object, which can be a service or product.		
<b>Total:</b>		\$
<b>Total Indirect Costs</b> – 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.		
<b>Total:</b>		\$
<b>TOTAL AMOUNT REQUESTED:</b> <b>Must equal Total Direct Costs and Total Indirect Costs</b>		\$