**Sample Budget and Match Page for Full Proposal Submission (ENV16 CZM05)**

(Please use either sample A or B or something comparable when you submit your proposal)

**Sample A.**

**Budget** Break down how you will spend the grant money budget by categories.

Personnel: $\_\_\_\_\_\_\_\_\_\_\_

 Position:\_\_\_\_\_\_\_\_\_\_ Hours:\_\_\_\_\_\_\_\_\_ Rate:\_\_\_\_\_\_\_\_\_

 Position:\_\_\_\_\_\_\_\_\_\_ Hours:\_\_\_\_\_\_\_\_\_ Rate:\_\_\_\_\_\_\_\_\_

Fringe: \_\_\_\_\_\_\_\_\_\_\_%

 $\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractual: $\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 $\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel: \_\_\_\_\_\_\_\_\_\_\_(rate per mile)

 $\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplies & Materials: $\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 $\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment: $\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 $\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: $\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 $\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indirect: \_\_\_\_\_\_\_\_\_\_\_%

 $\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Match:**

**Cash:** \_\_\_\_\_\_\_\_\_(a) Source(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In kind:** \_\_\_\_\_\_\_\_\_(b)

i: Materials and supplies: \_\_\_\_\_\_\_\_\_

ii: Administrative and Direct Costs \_\_\_\_\_\_\_\_\_

iii. Personnel (list by title, hourly rate, fringe, indirect) \_\_\_\_\_\_\_\_\_

 Hours Rate Fringe Indirect Total

1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

TOTAL MATCH (Cash + In kind): \_\_\_\_\_\_\_\_(a+b)

**Sample B.**

**Budget** Break down how you will spend the grant money budget by task.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Description** | **Hours on Grant** | **Grant Request $ Amount** | **Non-federal Match $** | **Total $ by Task** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| Total: |  |  |  |  |  |