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**Budget Template Instructions**

**Sheet 1: Budget**

This sheet captures the overall budget details for your project. In Column C, provide an estimate of the total cost for each category.

* Personnel costs must be calculated using Sheet 2- "Personnel Details". After completing, copy the final total and manually enter it into the corresponding category on the Budget sheet.
* If a budget category does not apply to your project, you may leave it blank.
* The final total should match the full amount you are requesting for the grant.

**Sheet 2: Personnel Details**

List the team members that will be responsible for the daily implementation of the project. **Do not include contractors/subrecipients/beneficiaries in this section.**

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| **Column** | **Field Name** | **Instructions** |
| **A** | Key Personnel (Title) | Enter the name or title of the personnel. |
| **B** | Level of Effort | Specify the number of years or hours per year the personnel will work on the project. |
| **C** | Unit (Years or Hours) | Indicate whether the level of effort is measured in years or hours. |
| **D-G** | Unit Cost (Year 1-4) | Enter the annual salary or hourly wage for each year. Note that Year 4 will only be 6 months |
| **H** | Sub-Total Salary or Wages | \*This field will automatically calculate the total salary  |
| **I-L** | Fringe Benefits (Year 1-4) | Enter the fringe benefits for each year. |
| **M** | Subtotal Fringe Benefits | \*This field will automatically calculate the total fringe benefits  |
| **N** | Grand Total Salary | \*This field will automatically calculate the total personnel costs.  |
| **O** | Fringe Rate | \*This field will automatically calculate the fringe benefit rate |