**FORM 4 – APPLICANT’S BUDGET**

*Applicants must provide the following elements as part of the budget submission:*

1. *Budget (budget template provided)*
2. *Budget Narrative.*

*The budget must correlate to the activities of the work plan. It must contain a description of the expenses for the activities the Applicant is proposing under the RFA. It should contain an understanding of the cost principles under the applicable federal funding source. The budget narrative should explain the expenses listed in the budget and describe how the applicant arrived at the requested amounts. The narrative should provide an explanation as to why each item is necessary for the success of the project.*

|  |  |  |
| --- | --- | --- |
| **Category** | **Amount Requested** | **Description** |
| **Personnel/Salary/Wages** | $ |  |
| Staff and Volunteer Training | $ |  |
| **Fringe Benefits** | $ |  |
| **Staff Mileage/Other Travel** | $ |  |
| **Supplies** | $ |  |
| Repairs/Maintenance | $ |  |
| Printing/Materials | $ |  |
| Food for Distribution | $ |  |
| **Contracted Services** | $ |  |
| Other: (Specify here) | $ |  |
| Other: (Specify here) | $ |  |
| Other: (Specify here) | $ |  |
| Other: (Specify here) | $ |  |
| Other: (Specify here) | $ |  |
| **Indirect Costs** | $ |  |
| **Total:** | $ |  |