Budget

The budget for a grant project identifies how the money will be spent. It is important for each applicant to think about and identify all the expenses that the project will incur, and then determine the cost of those items. This includes both **Grant** items and **Match** items.

The budget form for state contracts lists the following categories: Salaries & Benefits, Professional Fees, Supplies, Postage/Shipping, Equipment Rental, Printing/Publications, Travel, Insurance, and In-kind Expense, among others.

Some examples of expenses you might need to identify:
- Value of volunteers' time (an in-kind match)
- Travel, such as motel, per diem, registration, mileage (grant and/or match)
- Supplies that need to be purchased (grant and/or match)
- Staff time to implement project (usually a match item)

Expense Items	Is the expense Grant OR Match?	
	Grant	Match?
Memberships, Conferences, & Related Travel	$	$4,000
Computer & Supplies	$	$3,500
Volunteers' time	$	$4,231
Programming, Promotions, Advertising	$	$3,000
Travel	$	$ 500
Maintenance Supervisor (10% of salary to oversee forester, plantings, tree maint.)	$	$4,292
Engineering Director (10% of salary to oversee forester)	$	$6,749
Maintenance Department (I-40 Plantings, tree maintenance)	$	$2,800
Salary & Benefits	$32,000	$2,928
TOTAL	$32,000	$32,000