

**Attachment A**

**2022GP004 Alcohol Tax 2023 Request for Grant Proposals**

**Budget Worksheet**

	<b>Organization Name:</b>	
	<b>Project Name:</b>	
<b>Category</b>	<b>Description</b>	<b>Amount Requested</b>
Personnel		
Fringe		
Travel		
Contractual		
Supplies		
Equipment		
Outreach and Marketing		
Administration/Indirect		
Other		
<b>Total</b>		<b>\$ -</b>
<i>Sample Budget</i>	<i>Examples</i>	
<i>Category</i>	<i>Description</i>	<i>Amount Requested</i>
<i>Personnel</i>	<i>Wages for employees working on the grant project</i>	
<i>Fringe</i>	<i>Benefits for employees working on the grant project</i>	
<i>Travel</i>	<i>Mileage for program staff visiting families</i>	
<i>Contractual</i>	<i>Transportation vouchers, instructor not employed by the organization</i>	
<i>Supplies</i>	<i>Office and classroom supplies for providers to conduct class with participants</i>	
<i>Equipment</i>	<i>Tablet for program registration</i>	
<i>Outreach and Marketing</i>	<i>Advertising for upcoming program classes</i>	
<i>Administration/Indirect</i>	<i>Portions of costs for administration and management</i>	
<i>Other</i>	<i>Costs that do not fit into other categories</i>	
<b>Total</b>		<b>\$ -</b>

## Budget Narrative Form

Completion of this form is **required**.

- 1) Enter the cost categories and project cost. The cost categories and project cost **must match those in the budget worksheet (Attachment A)**.
- 2) Enter the total amount for the category in the (\$\_)
- 3) Complete each table under the cost categories. Insert rows as necessary.
- 4) Add additional bullets as needed.
- 5) Enter N/A in the cost categories under Narrative Description of Costs if none exist.
- 6) Refer to Section 4.7 in the RFGP for additional instructions and examples.

Cost Categories	Project Cost
Personnel	
Fringe	
Travel	
Contractual	
Supplies	
Equipment	
Outreach & Marketing	
Other	
Grant Total	\$

### Narrative Description of Costs

#### Personnel (Total Cost \$ )

Position	Annual Salary/Rate	Percentage of Time or FTE	Cost
1)			
2)			

Briefly describe the responsibilities of the personnel beginning with 1).

#### Fringe (Total Cost \$ )

Briefly describe what is included in fringe for the positions above.

Travel (Total Cost \$ )

Purpose of Travel	Location	Travel Item	Rate	Cost
1)				
2)				

Contractual (Total Cost \$ )

Service Requested	Rate	Cost

Briefly describe the contractual services requested.

Supplies (Total Cost \$ )

Item	Rate	Cost

Briefly describe how the supplies requested will be used for the project.

Equipment (Total Cost \$ )

Item	Rate	Cost

Briefly describe the purpose for the equipment request for the project.

Outreach and Marketing (Total Cost \$ )

Activity	Method	Rate	Cost

Administration/Indirect (Total Cost \$ )

Briefly describe the costs associated with administering the grant.

Other (Total Cost \$ )

		Cost