**Detailed Budget and Budget Summary – May not exceed two pages**

* Include a budget narrative to more fully describe project expenses.
* Expenses listed should directly result in anticipated measurable outcomes.
* Identify 1:1 in-kind or cash match contributions.
* For salary/fringe and subcontractor/consultant, identify who and what work is to be done and use an hourly rate.
* Refer to the grant manual to see eligible and ineligible expenses.
* Matching funds must also be eligible project expenses.

**Budget Summary Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Description** | **Grant Request** | **Matching Contributions** |
| Salaries, Wages, & Fringe Benefits |  |  |  |
| Contract & Consulting Services |  |  |  |
| Supplies & Materials |  |  |  |
| Travel\* |  |  |  |
| Public Information (Media/brochures/mailings) |  |  |  |
| Real estate/Equipment rental |  |  |  |
| Equipment\*\* |  |  |  |
| Other/Misc. (Describe) |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |

\* Travel expenses must follow state travel guidelines. For details: http://oser.state.wi.us/docview.asp?docid=6800.

\*\* The purchase of equipment whose full value is ordinarily depreciable within one year.