

Detailed Budget and Budget Summary – May not exceed two pages

- Include a budget narrative to more fully describe project expenses.
- Items not included in the budget will not be allowed for match or grant requests
- 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

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

* 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.