Budget Justification

### *Please use the Budget Justification form to describe all proposed project expenses in detail. Please refer to the Call for Applications and application instructions for additional details to complete this form.*

Application Information

### Project Title:

Total Budget Request: $

# Budget Justification

### *The following sections should reflect the project-specific budget expenses. These expenses must be reflected in the Project Budget table (tab 2 of the Excel Budget Workbook).*

### Personnel

*Personnel salary support must be justified. The specific role for all personnel in the project should be identified. If project personnel have effort that is planned to fluctuate over the course of the project, indicate the percent effort during each portion of the project and explain the reason for the fluctuation. Ex. 10%/5%/15%. Only include employees of the primary organization in the personnel section.*

Total Personnel: $

### Supplies/Services

*Itemize by categories. Categories include all program operation costs, including project-specific supplies and services. Such supplies and services may include software, computer, service contracts, books, publications, consultants, meeting expenses, telephone expenses, printing expenses, general office supplies, etc. Please provide detail for all expenses being requested. Helpful tips:*

* *If you intend to purchase meals and/or refreshments at meetings, make sure you include that in your meeting expense details.*
* *If you will be requesting mileage reimbursement, please indicate that the applicable IRS Mileage Rate will be used, but don’t include the actual rate as that may fluctuate throughout the project period.*
* *If you are requesting funds for consultants, participant incentives, etc., please provide the rate for determining the disbursement (i.e. $1,000 is needed for a consultant at $50/hour for 20 hours, or $1,875 is needed for a $25 gift card for each person participating in the focus groups; 3 focus groups with 25 participants at each).*

Total Supplies/Services: $

### Equipment

*Itemize and justify. Please note that the singular equipment item must cost greater than $5,000 to be considered equipment. Only those equipment items exceeding $5,000 should be listed in this section. Items less than $5,000 should be specified under project supplies/services.*

Total Equipment: $

**Indirect Costs**

*Facilities and Administrative Costs/Indirect costs are allowable and should be included in the project budget if being requested. Applicants may request their federally negotiated rate if they have one and must include with their application a copy of their rate agreement. If no federally negotiated rate exists, applicants may request the de minimis rate of 10%. See 2 CFR Part 200 Subpart E (*[*https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414*](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414)*)*

Total Indirect: $

### Subcontracts

*List the names of any individuals or organizations that the organization will be contracting with and the amounts requested and payment methodology for each subcontract. Also include details regarding the need for and responsibilities of the subcontracted individuals/organizations.*

Total Subcontracts: $

### Travel

*Indicate the travel amount requested and the justification for the travel. Travel expenses include airfare, lodging, transportation, per diem, etc. Registration fees, mileage, and meeting expenses are not allocated under travel expenses, those should be captured under supplies/services.*

Total Travel: $