

# Preparing A Budget

- Reasonable in achieving the project goals identified in the Statement of Work (SOW)
- Tasks in the SOW must relate to your budget cost
- Cost-effectiveness
- Quantifiable based on the need in Factor Two



# Budget Elements

Direct Labor

Fringe Benefits

Travel

Equipment

Supplies/Materials

Subcontract/Consultant

Other Direct

Indirect

In-kind

# Direct Labor

- Salaries and wages of key personnel associated with the project



# Fringe Benefits

- FICA
- Unemployment
- Health Insurance
- Workers  
Compensation

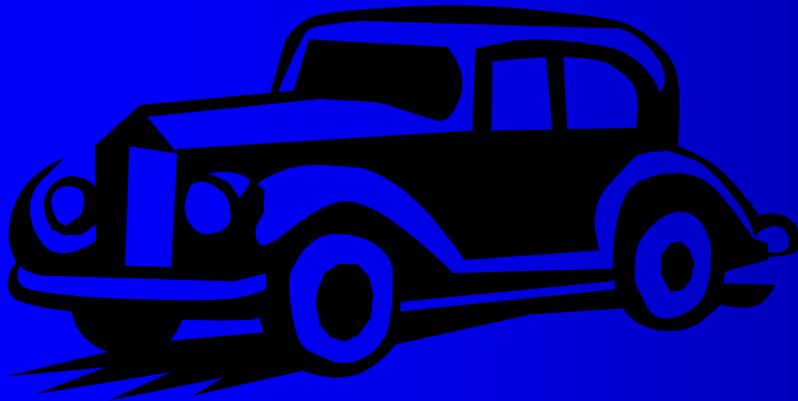
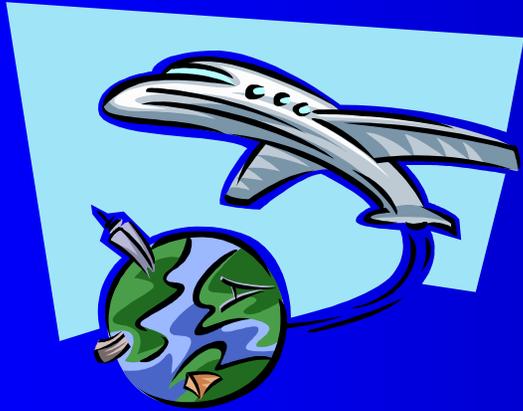


# Materials and Supplies

- Pens
- Pencils
- Paper
- File folders



# Travel



# Equipment

- Copy machine
- Computer
- Computer software
- Fax machine



# Consultant Subcontractor

- High-cost items must be accompanied with at least three (3) bids from other vendors
- Activities amount to 10% or more; submit a separate detailed budget



# Other Direct Costs

- Rent
- Postage
- Duplicating
- Printing
- Telecommunication



# In-Kind Contributions

- Services
- Equipment
- Office Space
- Labor
- Financial Contributions



# Indirect Costs

- These costs benefit more than one cost and cannot be readily identified with a particular final cost objective
- Submit approved indirect cost rate (if available)



# Special Requirements

- Certification information
- 5 percent