

ADDENDUM 4: BUDGET FORMS

Applicants must prepare a Project Budget Summary, as well as a Detailed Project Budget. Please also provide a brief Budget Justification that shows the breakdown and justification of the proposed costs. The budget request must be clearly linked to the goals, objectives, outcomes and services proposed for the budget period November 1, 2008 – December 31, 2009.

It is estimated that each of the two studies will cost between \$70,000 and \$100,000. However, bidders should propose a budget that reflects actual costs of conducting a high quality study. Bidders may bid on one or both studies. Please provide a separate budget for each study proposed.

Please provide a detailed budget within the following categories:

- Personnel
- Fringe Benefits
- Travel
- Other Direct Costs
 - Consultants/Contractual
 - Copying/Printing
 - Supplies & Materials
 - Other
- Indirect Costs (if applicable)
- Total Costs

A budget template form is provided on the following page. Additional line items may be added, as needed.

No equipment (an item with a purchase price of \$5,000 or more, with an estimated useful life greater than one year) is expected or will be funded by this contract. Funds may not be used for capital construction.

A line item for any consultant or subcontractor must be included. Applicants should name the subcontractor, describe the services to be performed, and provide a breakdown of and justification of the proposed costs.

Any costs included in the indirect cost rate cannot be listed under “other direct costs.” The negotiated indirect cost agreement must be submitted with required documentation if the indirect cost rate is included as a budget line item.

No funds may be used to supplant existing funds or maintain existing activities.

The PPC reserves the right to limit and/or negotiate specific budget requests and any or all line items with grantees including the indirect cost rate.

Budget Template Form

Project Title:
Project Dates:
Name:
PI Name:

	Budget Categories		Request
A.	Personnel		
		Total Salaries & Wages	
B.	Fringe Benefits	Rates	
		Total Fringe Benefits	
	Total Salaries & Fringes		
C.	Travel		
D.	Other Direct Costs		
	Consultant/Contractual Services		
	Consultant/Contractual Services		
	Copying/Printing		
	Supplies & Materials		
	Other		
	Other		
	Other		
		Total Other Direct Costs	
E.	Total Direct Costs		
F.	Indirect Costs		
G.	Total Costs		\$