

Sample Budget Form

		Task 1	Task 2	Task 3	Task 4	Task 5	Total
	Schedule	Month 1-3	Month 4-12	Month 12-18			
Personnel							
	Staff Person 1	15,000	15000	5000			35,000
	Staff Person 2	11000	11000	7500			29,500
Fringe Benefits							
	Staff Person 1	5700	5700	1900			13,300
	Staff Person 2	0	0	0			0
Total Personnel							
		31,700	31,700	14,400			77,800
Travel							
		1200	600	1200			3000
Materials & Supplies							
	Item 1		950				950
	Item 2	1250		14000			15250
Contractual							
	ABC Company	71000	54000	82000			207000
Other Direct Costs							
	Item 1	4300	2350	1800			8450
Total							390,250

1. Describe the scope of each task in more detail.
2. Provide budget details and justification for personnel requests, including number of labor hours and rate per hour.
3. Provide additional detail to justify travel costs, including destination, purpose for the trip, and costs details.
4. Provide additional budget detail to justify materials and supplies, including the purpose and the cost per unit.
5. Provide an estimated schedule for each task (see example above).