

EXAMPLE BUDGET TEMPLATE SHEET FOR FUTURE FISHERIES PROGRAM APPLICATIONS

Both tables must be completed or the application will be returned

This section covers the **entire project budget**, regardless of funding source.

ITEMIZE BY NUMBER OF DESCRIPTION					CONTRIBUTIONS			
CATEGORY	UNITS	*	COST/UNIT	TOTAL COST	FUTURE FISHERIES REQUEST	IN-KIND SERVICES**	IN-KIND CASH	TOTAL
Personnel***								
Survey	30 hrs		\$90.00	\$ 2,700.00		2,700.00		\$ 2,700.00
Design	40 hrs		\$100.00	\$ 4,000.00				\$ 4,000.00
Engineering	20 hrs		\$120.00	\$ 2,400.00				\$ 2,400.00
Permitting	20 hrs		\$40.00	\$ 800.00				\$ 800.00
Oversight	35 hrs		\$120.00	\$ 4,200.00		4,200.00		\$ 4,200.00
				\$ -				\$ -
				\$ -				\$ -
			Sub-Total	\$ 14,100.00		\$ 7,900.00	\$ 6,400.00	\$ 14,100.00
Travel								
Mileage	780 miles		\$0.54	\$ 421.20			421.00	\$ 421.00
Per diem				\$ -				\$ -
			Sub-Total	\$ 421.20			\$ 421.00	\$ 421.00
Construction Materials****								
Fencing	5280 linear ft		\$1.50	\$ 7,920.00	7,920.00			\$ 7,920.00
Willow cuttings	5000 stakes		\$1.00	\$ 5,000.00		5,000.00		\$ 5,000.00
Coir fabric	300 linear ft		\$4.00	\$ 1,200.00			1,200.00	\$ 1,200.00
Top soil	60 cubic yds		\$24.00	\$ 1,440.00			1,440.00	\$ 1,440.00
Cobble fill	150 cubic yds		\$18.00	\$ 2,700.00			2,700.00	\$ 2,700.00
Culvert	1 each		\$10,000.00	\$ 10,000.00	5,000.00		5,000.00	\$ 10,000.00
Rock	45 cubic yds		\$55.00	\$ 2,475.00			2,475.00	\$ 2,475.00
				\$ -				\$ -
				\$ -				\$ -
			Sub-Total	\$ 30,735.00	\$ 12,920.00	\$ 5,000.00	\$ 12,815.00	\$ 30,735.00
Equipment and Labor								
Excavator	20 hrs		\$125.00	\$ 2,500.00		2,500.00		\$ 2,500.00
Dump Truck	8 hours		\$100.00	\$ 800.00		800.00		\$ 800.00
				\$ -				\$ -
				\$ -				\$ -
				\$ -				\$ -
				\$ -				\$ -
			Sub-Total	\$ 3,300.00		\$ 3,300.00	\$ -	\$ 3,300.00
Mobilization								
All equipment	0.05	5% of const.	\$30,000.00	\$ 1,500.00			1,500.00	\$ 1,500.00
				\$ -				\$ -
				\$ -				\$ -
				\$ -				\$ -
			Sub-Total	\$ 1,500.00			\$ 1,500.00	\$ 1,500.00
			TOTALS	\$ 50,056.20	\$ 12,920.00	\$ 16,000.00	\$ 21,136.00	\$ 50,056.00

Total Cost & Total columns should be equal in every row. Separate the project budget by request, in-kind cash, & in-kind services.

Use this column to break down the Future Fisheries request into categories.

EQUAL VALUES (TOTAL COST)

Don't use LUMP SUM unless it is the ONLY descriptor that works (please show detail!).

This is the request. Make sure it matches section II E. of the grant application.

These \$ amounts (in-kind cash and in-kind services) should match (or exceed) those in the matching contributions table.

This is the total project cost. Make sure it matches section II E. of the grant application.

OTHER
All of the columns in the budget table and the matching contribution table MUST...
*Units...
**Car...
Remi...
***Th...
****The Review Panel recommends a maximum of 15% of the total project budget. If design and oversight costs are in excess of 15%, applications must include a minimum of two competitive bids for the cost of undertaking the project.

EXAMPLE

List the funds you've obtained or applied for (or will apply for). Note whether or not they are secured.

MATCHING CONTRIBUTIONS (do not include requested funds)

CONTRIBUTOR	IN-KIND SERVICE	IN-KIND CASH	TOTAL	Secured? (Y/N)
Grant A	\$ -	\$ 10,000.00	\$ 10,000.00	N
Landowner	\$ 8,000.00	\$ -	\$ 8,000.00	Y
Applicant	\$ 8,000.00	\$ 6,136.00	\$ 14,136.00	Y
Grant B	\$ -	\$ 5,000.00	\$ 5,000.00	Y
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTALS	\$ 16,000.00	\$ 21,136.00	\$ 37,136.00	

Do not abbreviate your contributors unless you define the acronym. Make sure you've listed the hourly in-kind service rate here or in the table above.

Make sure these amounts match the contributions listed on section II E. of the grant application.

This number, plus the Future Fisheries request, should equal the total project cost unless not all of the match is listed.