

## Grant Budget

The blank budget template below lists the typical items that a grant will support, depending on the project objectives, allowable costs, and any restrictions from the funding agency or Valencia. A more descriptive definition is provided in the box beneath the listed items. RDO staff will assist with providing budget details and calculations based upon the needs identified in the project. This blank budget template illustrates a three-year grant budget, although grant periods can vary greatly and project originators should edit the template to serve their project's needs. Internal Valencia budgets are converted into an Excel spreadsheet during proposal development, while each funding agency typically requires applicants to use their specific budget template, which RDO staff will complete.

<b>Project Budget Needs</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
<b>A. PERSONNEL</b>				
Personnel needed to complete the project activities. These usually include project directors, staff assistants, release time or stipends for faculty. RDO staff utilize Valencia's salary schedule to determine exact personnel costs, while project originators indicate anticipated manpower needed. Personnel costs must comply with regulations regarding supplanting.				
<b>TOTAL PERSONNEL</b>				
<b>B. FRINGE BENEFITS</b>				
Mandatory employee benefits or coverage required for employment and calculated by RDO staff utilizing Valencia guidelines and rates.				
<b>TOTAL FRINGE BENEFITS</b>				
<b>TOTAL PERSONNEL with Fringes</b>				
<b>C. TRAVEL</b>				
Travel needed to complete the project, which typically includes a project director's meeting mandated in the Request for Proposals (RFP), as well as can include conference attendance, in-district or in-state travel, and other project specific travel. RDO staff can assist with likely costs for travel, and College-approved rates.				

<b>TOTAL TRAVEL</b>				
<b>D. EQUIPMENT - Items with a unit cost over \$5,000</b>				
Items with costing over \$5,000 must be listed as equipment. Specific equipment requires a justification of how it relates to the project's objectives and how it will be used.				
<b>TOTAL EQUIPMENT</b>				
<b>E. SUPPLIES</b>				
Any materials or supplies needed to support completion of the project's objectives. Equipment items less than \$5,000 may be listed in this category.				
<b>TOTAL SUPPLIES</b>				
<b>F. CONTRACTUAL</b>				
If the project involves sub-awards to external project partners, the amount they will receive is listed here as a contractual agreement amount. A description of the scope of work that each external project partner will provide for the project is needed. Developing this scope of work can help determine the contractual agreement amount to provide to external project partners.				
<b>TOTAL CONTRACTUAL</b>				
<b>G. CONSTRUCTION</b>				
This category lists expected building modifications and cost per square foot. Construction dollars are very limited in grant projects and often prohibited, so it is best to review with RDO staff any intended construction costs before developing a project with this intended item.				

<b>TOTAL CONSTRUCTION</b>				
<b>H. OTHER</b>				
This section will include costs for external evaluators, outreach/marketing, external or internal printing needs, and other costs incurred by the project. Basically, a miscellaneous category.				
<b>TOTAL OTHER</b>				
<b>TOTAL DIRECT COSTS</b>				
<b>I. INDIRECT COSTS</b>				
Amount available for certain grant projects depending on the funding agency's guidelines, and determined by RDO staff in order to support costs incurred by the College to conduct the project.				
<b>GRAND TOTAL REQUESTED</b>				