

# Sample Budget Information Sheet

INCOME	PROJECT TOTAL
<i>These revenue lines should be consistent with the detail provided in the application form.</i>	
CPB Request	\$ _____
Applicant Cash	\$ _____
Applicant In-Kind	\$ _____
Other Revenue	\$ _____
<b>TOTAL PROJECT INCOME</b>	<b>\$ _____</b>
EXPENSES	PROJECT TOTAL
<b>Salaries and Wages</b>	\$ _____
<i>List each full-time or part-time member of the project staff paid a salary or wage; provide rate for each wage.</i>	
<b>Payroll Taxes/Fringe Benefits</b>	\$ _____
<i>Fringe Benefits may be calculated as a percentage of gross salaries and may include FICA, health plans, unemployment, pension plans, and other related items.</i>	
<b>Contract Personnel</b>	\$ _____
<i>List the project participants who are not employed as members of the project staff but who will work for this project only. List the contracted rate for each individual or firm.</i>	
<b>Travel</b>	\$ _____
<i>Travel expenses should be broken down by the number of trips, the number of people, destination, and per diem expenses. All project staff and contract personnel should be included in this category.</i>	
<b>Other Direct Costs</b>	\$ _____
<i>Administrative costs should include only <b>direct</b> project expenses not included as overhead. Describe these costs in detail (materials, supplies, equipment).</i>	
<b>Overhead</b>	\$ _____
<i>Overhead or indirect costs are usually calculated as a percentage of direct costs. Such costs must be supported by the Applicant's accounting records. Costs typically included are telecommunications, accounting, maintenance, and the like. Overhead <b>cannot</b> be applied to your in-kind revenue.</i>	
<b>TOTAL PROJECT EXPENSES</b>	<b>\$ _____</b>

**PROJECT BUDGET** The budget is the financial plan for the proposed project and should align with the project narrative. All anticipated income and expenses that will be received or incurred during the period of CPB support proposed on the Application Form should be reflected. Budgets are material components of CPB's grant agreements, and thus are subject to CPB's Terms Applicable to Proposals.

**BUDGET SUMMARY** On the Budget Summary (above), the **Total Project Income and Total Project Cost should balance**. This budget summary format contains a list of common budget categories. Not all line items will apply to all projects, and some projects will require categories other than those shown. Please do not list separate years of the project on the budget summary. This page should only have the aggregated totals for the Year One project budget. Please provide separate budget sheets for Years Two and Three in summary form.

**OTHER CONSIDERATIONS** Charges for salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the Applicant. Applicants selected for funding may be required to provide a cash flow timeline and/or additional financial information regarding the proposed project.