

ATTACHMENT 1: LINE ITEM BUDGET

Organization Name:

Project Title:

EXPENSE ITEM	COST / EXPENSE	COST DESCRIPTION
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ADMINISTRATION - Cost Category=Admin¹

Admin Operating Expenses (Please List)

Admin Indirect Costs⁶

ADMIN SUBTOTAL	\$	
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PROGRAM SERVICES - Cost Category=Program

Program Operating Expenses

PROGRAM SUBTOTAL	\$	
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PROJECT TOTAL	\$	
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¹ The total of Administrative **cannot exceed 10%** of the project total. Indirect Costs are only allowed as an administrative expense and organizations must have a current, federally approved Indirect Rate Agreement. Profit is only allowable as an Administrative cost.

ATTACHMENT 1: **BUDGET NARRATIVE**

Please provide details, justification for costs outlined in above budget, (ex: expand on equipment being purchases, number and types of licenses being purchased, specific costs related to professional development)