

## Project Budget

Use the Excel spreadsheet budget template from the grant program web site to construct the project budget. The Project Budget Spreadsheet has formulas in many of the cells. The worksheet has been protected so that the formulas are not accidentally overwritten.

Columns C – D contain the cost basis data entries. Enter the total number units (hours, days, etc.) for each line item in column C. Select the Units (column D) from a pick list. Enter the cost per unit in column E.

Columns F – G show the source of funding for each line item. The 3 percentages on each line should total 100%.

Columns I – L contain formulas that total the cost of each line item by funding source.

The spreadsheet is protected in order to prevent accidental over-writing of the formulas. If necessary, the spreadsheet can be un-protected so that additional rows or columns can be inserted. In Excel, select the Review Tab on the menu ribbon and then select Unprotect Sheet from the Changes group. Rows and columns can be inserted once protection is turned off. Worksheet protection is not password protected. Be sure to copy the appropriate formulas from adjacent cells to the newly added rows or columns. Be careful. Double check the totals to make sure they are working properly. Please do not add a password if you turn sheet protection back on.

Specific cell entries:

- Cell B1: **Tracking #** from the Invitation to Submit letter.
- Cell B2: **Project Name** that was given to the project on the previously submitted Concept Proposal.
- Rows 6 – 13 **Salaries and Wages:** Salaries for wage earning personnel employed by the grantee/contractor (not a subcontractor) and working on the project.
- Rows 16 – 23 **Employee Benefits:** Benefits for personnel employed by the grantee/contractor (not a subcontractor) and working on the project.
- Rows 26 – 30 **Contractual:** List contracts used to achieve the objectives of the project.
- Rows 33 – 36 **Travel and Per Diem:** Expenses for travel (mileage, motel, meals, incidentals) to off-project locations.

- Rows 39 – 43      **Supplies:** Various identifiable supplies needed for the project. Purchases of equipment costing less than \$5,000 per unit is considered minor equipment and is included in this section of the budget.
- Rows 46 – 50      **Equipment:** Equipment costing more than \$5,000 and typically having a lifespan longer than the term of the grant.
- Rows 53 – 62      **Other Costs:** Other miscellaneous costs.
- Cell H65      **Indirect Costs:** Expenses of doing business that are of a general nature and are incurred to benefit at least two or more functions within an organization. These costs are not usually identified specifically with a grant, Grant Agreement, Project or activity, but are necessary for the general operation of the organization. Examples of Indirect Costs include salaries and benefits of employees not directly assigned to a Project; functions such as personnel, business services, information technology, and janitorial; and salaries of supervisors and managers. Indirect costs are capped at 12% of the grant amount for this grant.

Certain values in your budget will be needed to complete the project application form. The following list of Cell IDs corresponds to the information requested in Item 13 of the Project Budget section of the Project Application form. If the worksheet is modified and additional columns or rows are added, then the Cell IDs may no longer correlate directly with Item 13.

- Cell I68 – Grant portion of the project
- Cell I51 – Equipment Purchases
- Cell K68 – Partners
- Cell L68 – Total Project Budget

When saving the project budget, give it a file name as described in item 17 of the Project Application. The format is:      14-SRA-HF-01-XXXX-UUU-Budget.xls

- Where:      XXXX is the project number portion of the Tracker # (see invitation to apply letter)
- And:      UUU is the 3 letter identifier for the CAL FIRE Unit/Contract County (see item 1 on the Project Application form)