

Project Budget Proposal

Please complete the budget worksheet below for the project period of performance. See page 4 for a list of ineligible expenses to exclude from the budget and grant request. Please use separate budget form if additional space is needed.

Detailed Budget Information					
Budget Summary (Must be consistent with the Detailed Budget Worksheet below)					
Category	Grant Request (fromWVOE)	+	Match (from Applicant)	=	Project Cost (Total)
Personnel		+		=	
Contractual		+		=	
Equipment		+		=	
Supplies		+		=	
Total for each column:		+		=	

Please complete the below detailed budget worksheet. Totals for each category should be entered on the application budget summary above. **Items 1-5 are for grant requested funds only. All matching funds should be listed in the Match table (Number 5 below).**

1. Personnel

Individual	Position	Hourly Rate	Hours	Benefits	Total Cost
Total Salaries & Benefits					

2. Contractual (List Specific Items)	
Item	Cost
Other (List Specific Item)	
Total Contractual Expenses	

3. Equipment			
Item	Quantity	Cost per Item	Total Cost
Total Equipment			

4. Supplies (Non-Construction-Related Costs)			
Item	Quantity	Cost per Item	Total Cost
Total Supplies			

5. Supplies (Construction-Related Costs)			
Item	Quantity	Cost per Item	Total Cost
Total Supplies			

6. Match

Please use the following table to calculate matching contributions of cash, goods, and services to be entered on the application form. All items listed must be accompanied by a letter of commitment in the prior Evidence of Matching funds section.

Contributor	Budget Category	Description	Status (Pending or Secured)	Value in Dollars
Total Match				