

# Project Budget Tutorial

This is what the budget form looks like in AmpliFund’s Grant Portal. Before you begin filling in the budget form, start with your Project Information Page, which is the first page AmpliFund brings you to when you click “Apply”.

## Budget

### Budget View Settings

### Options

Line Items  Non-Grant Funded

### Proposed Budget

#### Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ A. Salaries	\$0.00	\$0.00	\$0.00
+ B. Fringe Benefits	\$0.00	\$0.00	\$0.00
+ C. Travel	\$0.00	\$0.00	\$0.00
+ D. Equipment	\$0.00	\$0.00	\$0.00
+ E. Supplies	\$0.00	\$0.00	\$0.00
+ F. Contracts	\$0.00	\$0.00	\$0.00
+ H. Administrative	\$0.00	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

#### Revenue Budget

Grant Funding		
Award Requested	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>
Non-Grant Funding		
Other Funding	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Revenue Budget Cost</b>		<b>\$0.00</b>
<b>Total Overall Budget Cost</b>		<b>\$0.00</b>

✓ Mark as Complete

Save & Continue

## Start at the Beginning – Project Information

The Project Information section is where you name your project.

“Application Name” is not a person’s or organization’s name – it is the name of your project.

This section is where you indicate your Grant Request and the value of matching resources you are bringing to the project.

## Project Information

### Application Information

Application Name \*

#### How much are you requesting from the funder?

Award Requested \*

\$0.00

#### How much are you planning to contribute to the budget?

Other Funding Requirement \$0.00 ⓘ

Other Funding Contributions \*

\$0.00

Total Award Budget \$0.00

For example, here is a fictitious “Training and Implementation Program” proposal, for which the applicant is requesting a \$20,000 grant and will provide \$21,930.26 in matching resources.

## Project Information

### Application Information

Application Name \*  ✓

#### How much are you requesting from the funder?

Award Requested \*

#### How much are you planning to contribute to the budget?

Other Funding Requirement \$20,000.00 ⓘ

Other Funding Contributions \*

Total Award Budget \$41,930.26

Now, the form reflects the total Budget, and this is where you complete the applicable line items by clicking on each green plus symbol.

## Budget

### Budget View Settings

#### Options

Line Items  Non-Grant Funded

### Proposed Budget

#### Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ A. Salaries	\$0.00	\$0.00	\$0.00
+ B. Fringe Benefits	\$0.00	\$0.00	\$0.00
+ C. Travel	\$0.00	\$0.00	\$0.00
+ D. Equipment	\$0.00	\$0.00	\$0.00
+ E. Supplies	\$0.00	\$0.00	\$0.00
+ F. Contracts	\$0.00	\$0.00	\$0.00
+ H. Administrative	\$0.00	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

#### Revenue Budget

Grant Funding		
Award Requested	\$20,000.00	\$20,000.00
<b>Subtotal</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>
Non-Grant Funding		
Other Funding	\$21,930.26	\$21,930.26
<b>Subtotal</b>	<b>\$21,930.26</b>	<b>\$21,930.26</b>

**Total Revenue Budget Cost (\$41,930.26)**

**Total Overall Budget Cost (\$41,930.26)**

The Total Overall Budget Cost must be \$0.00

✓ Mark as Complete

Save & Continue

## Budget Guidance for IMPACT Grants

### Salary and Wages – Personnel

This category includes salaries and wages of personnel of the applicant organization that will be working directly on the project. For each individual, identify their role and describe their contributions to the project. Also include their annual salary, percent of effort, and the period of time they will contribute to the project along with the associated funds requested for support. See example below:

Mr. Jones – Project Director – Accountable for assuring that all project activities are carried out in a timely cost-efficient and responsible manner. He will provide oversight of daily activities and lead and direct the project toward accomplishment of the objectives of the project. He is responsible for submission of the required reports.

\$12,500 in grant funds are requested to pay for the Project Director 25% effort for 12 months, based on his annual salary of \$450,000.

### Fringe Benefits – Only related to salaries identified under Personnel

Fringe benefits include, but are not limited to, the costs of leave (e.g., vacation, family-related, sick or military) employee insurance, pensions, and unemployment benefit plans. Provide information about how fringe benefits are determined along with the amount requested. For example:

\$3,125 is requested to pay for the Project Director's fringe benefits, which is calculated at 25% of his salary and wages (\$12,500).

### Travel

For the budget narrative, identify the total funds requested for travel. Provide as much detail as possible, including purpose, destination, dates of travel, and number of individuals for each trip. If the dates of travel are not known, specify estimated length of trip. Identify what will be followed (e.g., organizational travel policies or government per diem rates). The following are a few examples of how to provide the information.

Example 1:

\$3,439 is requested to pay travel costs for 2 people (identify the individuals) to travel to Washington D.C. for a two-day meeting (identify purpose of meeting).

Airfare \$800 x 2 for airfare = \$1,600

Airport parking = \$64

Hotel for 3 nights x 2 @ \$200 = \$1,200

Meals for 2 days x 2 @ \$61.25/day /person = \$245

Rental car for 3 days @ \$110/ day = \$330

Example 2:

Local travel for project manager is calculated at .50 per mile throughout primary service area x 326 miles/month x 12 months = \$1,956

## Equipment

Equipment is defined as an item of property that has an acquisition cost of \$5,000 or more and an expected service life of more than one year. List each item of equipment along with the applicable costs. Include justification of its need in accomplishing the goals of the project. For example:

To complete objectives #1 and #2, Refrigerated Trailer is required. XYZ Refrigerated Trailer Model #123, at \$5,555

These costs should only include the costs to purchase new equipment. The cost of renting or leasing equipment is not to be included in this category but instead, include under the Contractual category. If equipment is costly, include a lease vs purchase comparison in the budget narrative in support of the route chosen

## Supplies

Supplies is defined as all tangible personal property other than Equipment. A computing device is a supply if the acquisition cost is less than \$5,000.

Indicate general categories of expendable supplies including an amount for each category. Caution: If a category is viewed as too general or the associated amount is too high, further itemization may be requested. Therefore, use good judgement in determining the level of detail to provide.

Examples:

General office supplies at \$50/month x 12 months = \$600

Postage at \$37/month x 8 months = \$296

Laptop Computer 1 x \$900 = \$900

Printer 1 x \$300 = \$300

Copies, 8,000 copies x \$0.10/copy = \$800

## Contractual

This category includes consultants, subcontracts, etc. For consultants – List the total costs for all consultant services. Identify each consultant, the services he/she will perform, total number of days, rates of pay, travel costs, per diem, and total estimated costs. For subcontracts explain the need for each agreement and how its use will support the purpose and goals of the project. For each contract, describe the associated activities, scope of work or services to be provide and how the costs were estimated. Examples:

Example 1

\$750 is requested to contract with ABC Company to train 3 staff at \$250/person for five days.

Example 2:

\$31,685 is requested to contract with Amy White to provide Technical Assistant Services. Her contract includes:

Salary of \$25,000 plus 20% fringe benefits of \$5,000 = \$30,000

Travel 2,000 miles at \$0.50/mile = \$1,000

Training Course = \$175

General office supplies at \$42.50 x 12 months = \$510

Example 3:

Rental of Facilities for Outreach Workshops (\$750 x 2 days) = \$1,500

Example 4:

John Doe, Consultant at \$40/hour x 220 hours for the 12-month project period = \$8,800

Example 5:

To be announced Outreach Coordinator, Annual Salary \$30,000 x 10% level of effort for 12 months = \$3000

## AmpliFund Budget Form Tips:

Direct cost = total cost of the line item – Grant Funds + Matching

When applying matching funds or value of in-kind contribution click the “Non-Grant Funded” field to “Yes” and add the dollar amount of matching resources you are applying to that line item.

Be sure to describe in the narrative the form and source of matching funds (cash from “name of source”, in-kind resources in the form of (type of resource) donated by (source)).

Each line-item category has three “item types” from which you can choose:

- Non-Personnel
- Personnel
- Direct Cost Calculation



















Remember to save as you go throughout your work.

## Completed Budget

This is a completed budget for the fictitious project. Please follow the instructions above when completing your narrative. This sample is for illustrative purposes only and should not be your guide on creating your appropriate narratives.

### Proposed Budget

#### Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
<b>+ A. Salaries</b>	\$18,200.00	\$0.00	\$18,200.00
Project Manager To Be Hired  	\$18,200.00	\$0.00	\$18,200.00
<b>+ B. Fringe Benefits</b>	\$0.00	\$4,550.00	\$4,550.00
Project Manager  	\$0.00	\$4,550.00	\$4,550.00
<b>+ C. Travel</b>	\$0.00	\$1,608.00	\$1,608.00
Program  	\$0.00	\$1,608.00	\$1,608.00
<b>+ D. Equipment</b>	\$0.00	\$0.00	\$0.00
<b>+ E. Supplies</b>	\$326.00	\$772.26	\$1,098.26
General office supplies  	\$294.65	\$0.00	\$294.65
Laptop Computer  	\$0.00	\$772.26	\$772.26
Laptop Carrier  	\$31.35	\$0.00	\$31.35
<b>+ F. Contracts</b>	\$1,274.00	\$15,000.00	\$16,274.00
Certified Trainer  	\$0.00	\$15,000.00	\$15,000.00
IT Services  	\$1,274.00	\$0.00	\$1,274.00
<b>+ H. Administrative</b>	\$200.00	\$0.00	\$200.00
Administrative Costs  	\$200.00	\$0.00	\$200.00
<b>Total Expense Budget Cost</b>	<b>\$20,000.00</b>	<b>\$21,930.26</b>	<b>\$41,930.26</b>

#### Revenue Budget

Grant Funding		
Award Requested	\$20,000.00	\$20,000.00
<b>Subtotal</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>
Non-Grant Funding		
Other Funding	\$21,930.26	\$21,930.26
<b>Subtotal</b>	<b>\$21,930.26</b>	<b>\$21,930.26</b>
<b>Total Revenue Budget Cost</b>	<b>(\$41,930.26)</b>	
<b>Total Overall Budget Cost</b>	<b>\$0.00</b>	

✓ Mark as Complete

Save & Continue

You can download your saved results from AmpliFund. The following pages show our example printed out using the Portal.



**Budget**

Proposed Budget Summary

Expense Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
<b>A. Salaries</b>			
Project Manager To Be Hired	\$18,200.00	\$0.00	\$18,200.00
<b>Subtotal</b>	<b>\$18,200.00</b>	<b>\$0.00</b>	<b>\$18,200.00</b>
<b>B. Fringe Benefits</b>			
Project Manager	\$0.00	\$4,550.00	\$4,550.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$4,550.00</b>	<b>\$4,550.00</b>
<b>C. Travel</b>			
Program	\$0.00	\$1,608.00	\$1,608.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$1,608.00</b>	<b>\$1,608.00</b>
<b>E. Supplies</b>			
General office supplies	\$294.65	\$0.00	\$294.65
Laptop Carrier	\$31.35	\$0.00	\$31.35
Laptop Computer	\$0.00	\$772.26	\$772.26
<b>Subtotal</b>	<b>\$326.00</b>	<b>\$772.26</b>	<b>\$1,098.26</b>
<b>F. Contracts</b>			
Certified Trainer	\$0.00	\$15,000.00	\$15,000.00
IT Services	\$1,274.00	\$0.00	\$1,274.00
<b>Subtotal</b>	<b>\$1,274.00</b>	<b>\$15,000.00</b>	<b>\$16,274.00</b>
<b>H. Administrative</b>			
Administrative Costs	\$200.00	\$0.00	\$200.00
<b>Subtotal</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$200.00</b>
<b>Total Proposed Cost</b>	<b>\$20,000.00</b>	<b>\$21,930.26</b>	<b>\$41,930.26</b>

Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
<b>Grant Funding</b>			
Award Requested	\$20,000.00		\$20,000.00
<b>Subtotal</b>	<b>\$20,000.00</b>		<b>\$20,000.00</b>
<b>Non-Grant Funding</b>			

	Grant Funded	Non-Grant Funded	Total Budgeted
Other Funding and Contributions		\$21,930.26	\$21,930.26
<b>Subtotal</b>		<b>\$21,930.26</b>	<b>\$21,930.26</b>
<b>Total Proposed Revenue</b>	<b>\$20,000.00</b>	<b>\$21,930.26</b>	<b>\$41,930.26</b>

**Proposed Budget Detail**

See attached spreadsheet.

**Proposed Budget Narrative**

**A. Salaries**

This category includes salaries and wages of personnel of the applicant organization who will be working directly on the project. For each individual, identify their role and describe their contributions to the project. Include their annual salary, percent of effort, and the time they will contribute to the project.

**Project Manager To Be Hired**

XYZ, Inc. requests \$18,200 in Impact Grant funds to pay for a Project Manager who will work at 25% FTE (520 hours over 12-month project period) at an annual salary of \$72,800.

**B. Fringe Benefits**

This category relates to personnel of the applicant organization who will be working directly on the project. Fringe benefits include, but are not limited to, the costs of employee insurance, pensions, unemployment benefit plans, and leave. Provide information about how fringe benefits are determined along with the amount requested.

**Project Manager**

XYZ, Inc. will use its own organizational funds as documented in the submitted and signed financial statements to pay for the Project Manager's fringe benefits which represents 25% of that position's annual salary.

**C. Travel**

Identify the total funds requested for travel. Provide as much detail as possible, including purpose, destination, dates of travel, and number of individuals for each trip. If the travel dates are unknown, specify the estimated length of the journey. Identify what will be followed (e.g., organizational travel policies or per diem rates).

**Program**

XYZ, Inc. will pay from its own organizational budget for the Program Manager's mileage expense. Program Manager will travel approximately 200 miles each month from our office to the project implementation site. Mileage is calculated using GSA 1/1/24 rate per mile of \$0.67.

**E. Supplies**

Supplies are defined as all tangible personal property other than Equipment. A computing device is a supply if the acquisition cost is less than \$5,000. Indicate general categories of expendable supplies including an amount for each category.

**General office supplies**

XYZ, Inc. requests \$294.65 in Impact Grant funds to cover general office supplies for the 12-month project period: 22 reams of multi-use printer paper @ \$113.98, file folders and accessories @ \$45.00, and two Brother TN-660 Black High Yield Toner Cartridges @ \$61.49 each, plus 4.5% GET.

**Laptop Computer**

XYZ, Inc. is purchasing a \$739 Dell Latitude 3550 Laptop plus 4.5% GET of \$33.26 with matching funds from the Hawaii Community Foundation for use by the Project Manager.

**Laptop Carrier**

XYZ, Inc., requests \$31.35 in Impact Grant Funding to purchase a Dell EcoLoop Briefcase. The Project Manager will need to use the assigned laptop in the field.

**F. Contracts**

This category includes consultants subcontracts, and rental/lease agreements. For consultants, list the total costs for all consultant services. Identify each consultant, the services he/she will perform, the total number of days, rates of pay, travel costs, per diem, and total estimated costs. For subcontracts, explain the need for each agreement and how its use will support the purpose and goals of the project. For each contract describe the associated activities, scope of work or services to be provided, and how the costs were estimated.

**Certified Trainer**

XYZ, Inc. is contracting with certified trainer Amanda Jones to provide five training workshops for program participants at our facility. A grant from the Hawaii Community Foundation will cover training expenses inclusive of taxes and training materials.

**IT Services**

XYZ, Inc. requests \$1,274 in Impact Grant funds to pay for IT support during the training sessions. IT Company to be contracted will provide audio/visual and network support to allow for a seamless training experience.

**H. Administrative**

County funds can be used for administrative costs up to 10% of the grant award, with a cap of \$2,500.00. This category covers costs related to managing the grant award and does not represent indirect costs.

**Administrative Costs**

10% of Grant Request

AmpliFund produces the PDF version above as well as an Excel download:

Category	Item Type	Name	Non-Grant Funded	Grant-Funded	Cash Match	In-Kind Match	Other Funding	Direct Cost	Narrative
A. Salaries	Personnel	Project Manager To Be Hired	No	\$18,200.00	\$0.00	\$0.00	\$0.00	\$18,200.00	XYZ, Inc. requests \$18,200 in Impact Grant funds to pay for a Project Manager who will work at 25% FTE (520 hours over 12-month project period) at an annual salary of \$72,800.
B. Fringe Benefits	Personnel	Project Manager	Yes	\$0.00	\$0.00	\$0.00	\$4,550.00	\$4,550.00	XYZ, Inc. will use its own organizational funds as documented in the submitted and signed financial statements to pay for the Project Manager's fringe benefits which represents 25% of that position's annual salary.
C. Travel	Personnel	Program	Yes	\$0.00	\$0.00	\$0.00	\$1,608.00	\$1,608.00	XYZ, Inc. will pay from its own organizational budget for the Program Manager's mileage expense. Program Manager will travel approximately 200 miles each month from our office to the project implementation site. Mileage is calculated using GSA 1/1/24 rate per mile of \$0.67.
E. Supplies	Non Personnel	General office supplies	No	\$294.65	\$0.00	\$0.00	\$0.00	\$294.65	XYZ, Inc. requests \$294.65 in Impact Grant funds to cover general office supplies for the 12-month project period: 22 reams of multi-use printer paper @ \$113.98, file folders and accessories @ \$45.00, and two Brother TN-660 Black High Yield Toner Cartridges @ \$61.49 each, plus 4.5% GET.
E. Supplies	Non Personnel	Laptop Carrier	No	\$31.35	\$0.00	\$0.00	\$0.00	\$31.35	XYZ, Inc., requests \$31.35 in Impact Grant Funding to purchase a Dell EcoLoop Briefcase. The Project Manager will need to use the assigned laptop in the field.
E. Supplies	Non Personnel	Laptop Computer	Yes	\$0.00	\$0.00	\$0.00	\$772.26	\$772.26	XYZ, Inc. is purchasing a \$739 Dell Latitude 3550 Laptop plus 4.5% GET of \$33.26 with matching funds from the Hawaii Community Foundation for use by the Project Manager.
F. Contracts	Personnel	Certified Trainer	Yes	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	XYZ, Inc. is contracting with certified trainer Amanda Jones to provide five training workshops for program participants at our facility. A grant from the Hawaii Community Foundation will cover training expenses inclusive of taxes and training materials.
F. Contracts	Non Personnel	IT Services	No	\$1,274.00	\$0.00	\$0.00	\$0.00	\$1,274.00	XYZ, Inc. requests \$1,274 in Impact Grant funds to pay for IT support during the training sessions. IT Company to be contracted will provide audio/visual and network support to allow for a seamless training experience.
H. Administrative	Non Personnel	Administrative Costs	No	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	10% of Grant Request