**Project Budget**

**Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Budget Summary**

Please enter all estimated project costs, whether or not you are requesting grant reimbursement for those items.

|  |  |  |
| --- | --- | --- |
| **Expense Category** | **Total Cost for Project ($)** | **Amount Sought for this Grant ($)** |
| **Personnel** |  |  |
| **Equipment** |  |  |
| **Consultants/Contractors** |  |  |
| **Supplies** |  |  |
| **Product Development** |  |  |
| **Marketing/Sales** |  |  |
| **Other (Travel, Education, Construction, etc.)** |  |  |
| **Total** |  |  |

1. **Budget Details by Category**

Please enter the specific items under each category required for your project, whether or not you are requesting reimbursement of the item for this grant. If necessary, you may add additional lines under any category.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Expense Category** | | | | | | |
|  | **Personnel- Employees Related to the Project** | | | | | | |
| Position or Title | | # Hrs./Week | Hourly Rate | Total Cost | Amount Sought  for this Grant | Source: (Quote, Estimate, Personal Research?) | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  |  |
|  | **Equipment- Purchases, Materials, Installation, etc.** | | | | | | |
| Description | | # of Units | Unit Cost | Total Cost | Amount Sought  for this Grant | Source: (Quote, Estimate, Personal Research?) | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  |  | | | | | | |
|  | **Consultant Services/Contractors** | | | | | | |
| Service Professional/Description | | # of Hours | Hourly Rate | Total Cost | Amount Sought  for this Grant | Source: (Quote, Estimate, Personal Research?) | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  |  |
|  | **Supplies (no ingredients for general production)** | | | | | | |
| Description | | # of Units | Unit Cost | Total Cost | Amount Sought  for this Grant | Source: (Quote, Estimate, Personal Research?) | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  |  |
|  | **Product Development\* for research/trials only, not general production** | | | | | | |
| Description | | # of Units | Unit Cost | Total Cost | Amount Sought  for this Grant | Source: (Quote, Estimate, Personal Research?) | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  |  | | | | | | |
|  | **Marketing/Sales** | | | | | | |
| Activity Description | | # of Units | Unit Cost | Total Cost | Amount Sought  for this Grant | Source: (Quote, Estimate, Personal Research?) | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  |  | | | | | | |
|  | **Other (Travel, Education, Construction, etc.)** | | | | | | |
| Activity Description | | # of Units | Unit Cost | Total Cost | Amount Sought  for this Grant | Source: (Quote, Estimate, Personal Research?) | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  |  |

1. **Budget Explanation**

Please include a brief explanation of the items in your project management budget that you are requesting funding for. If you have already included this information in another section, you may copy and paste from your narrative.