**Project Budget Worksheet SAMPLE**

1. **Budget Details by Category**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Expense Category** | | | | | |  |
| **Personnel- Employees Related to the Project** | | | | | |  |
| Position or Title | # Hrs./Week | Hourly Rate | Total Cost | Amount Sought  for this Grant | | Cost Rationale: (Quote, Estimate, Personal Research?) |
| Production Assistant (Jane Doe)- Product Development 3 months | 16 | 20 | $3840 | $3840 | | Estimate |
| Production Assistant (Jane Doe)- Production Ramp Up 3 months | 32 | 20 | $7680 | $7680 | | Estimate |
| Sales/Outreach Assistant (John Doe)- Summer Sales 3 months | 32 | 20 | $7680 | $0 | | Estimate |
|  |  |  |  |  |  |  |
| **Equipment- Purchases, Materials, Installation, etc.** | | | | | |  |
| Description | # of Units | Unit Cost | Total Cost | Amount Sought  for this Grant | | Cost Rationale: (Quote, Estimate, Personal Research?) |
| Ice Cream Maker (including shipping) | 1 | $50,000 | $50,000 | $50,000 | | Quote |
| Batch freezer (including shipping) | 1 | $30,000 | $30,000 | $30,000 | | Quote |
| Hand sinks | 3 | $150 | $450 | $0 | | Personal Research |
| Shelving | 5 | $500 | $2500 | $0 | | Personal Research |
|  | | | | | |  |
| **Consultant Services/Contractors** | | | | | |  |
| Service Professional/Description | # of Hours | Hourly Rate | Total Cost | Amount Sought  for this Grant | | Cost Rationale: (Quote, Estimate, Personal Research?) |
| XYZ Marketing Firm (Marketing Plan) | 16 | $100 | $1600 | $1600 | | Estimate |
| XYZ Marketing Firm (Label Design) | 3 | $40 | $120 | $120 | | Estimate |
|  |  |  |  |  |  |  |
| **Supplies** | | | | | |  |
| Description | # of Units | Unit Cost | Total Cost | Amount Sought  for this Grant | | Cost Rationale: (Quote, Estimate, Personal Research?) |
| Milk - gallon | 2305 | 4.623 | $10,656 | $0 | | Estimate |
| Heavy Cream – ½ gallon | 4609 | 11.99 | $55,262 | $0 | | Estimate |
| Stabilizer – 50 pound bag | 38.95 | 57.46 | $2,238 | $0 | | Estimate |
| Pasteurized Egg Yolks – case | 44 | 92 | $4,048 | $0 | | Estimate |
| Sugar – 25 pound bag | 586 | 14.36 | $8,415 | $0 | | Estimate |
| Cups | 200 | 10 | $2000 | $2000 | | Quote |
| Lids | 200 | 10 | $2000 | $2000 | | Quote |
|  |  |  |  |  |  |  |
| **Product Development\* for research/trials only, not general production** | | | | | |  |
| Description | # of Units | Unit Cost | Total Cost | Amount Sought  for this Grant | | Cost Rationale: (Quote, Estimate, Personal Research?) |
| Fresh fruit | 10 | $50 | $500 | $500 | | Quote |
| Add ins | 50 | $20 | $1000 | $1000 | | Quote |
|  | | | | | |  |
| **Marketing/Sales** | | | | | |  |
| Activity Description | # of Units | Unit Cost | Total Cost | Amount Sought  for this Grant | | Cost Rationale: (Quote, Estimate, Personal Research?) |
| Labels | 200 | $1 | $200 | $200 | | Quote |
| Facebook Ads | 4 | $500 | $2000 | $0 | | Estimate |
|  | | | | | |  |
| **Other (Travel, Education, Construction, etc.)** | | | | | |  |
| Activity Description | # of Units | Unit Cost | Total Cost | Amount Sought  for this Grant | | Cost Rationale: (Quote, Estimate, Personal Research?) |
| Gas to markets, events | 12 | $200 | $2400 | $1400 | | Personal research |
| Hotels | 3 | $100 | $300 | $300 | | Personal research |
| Chamber of Commerce membership | 1 | $500 | $500 | $0 | | 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.

Staff Time- We expect product development to last for approx.3 months so we have requested wages for the Production Assistant for 3 months of product development at 2 days/week. When we begin increasing production for summer, we have requested wages for 3 months of production at 4 days/week. We are not requesting funding for our Sales Assistant.

Equipment- We have attached quotes for the ice cream maker and the batch freezer.

Consultant- We have written estimates from XYZ marketing firm for their services.

Supplies- We have included estimates from a supplier for the supplies required for 1 year of production costs. We are only requesting grant reimbursement for cups and lids (estimate based on previous orders).

Product Development- We have requested necessary ingredients to be used in trials of new products.

Sales/Marketing- We will be designing and printing labels to feature our product. Facebook Ads for the company (part of our marketing plan) will be purchased, but not under the grant.

Travel- We have attached our calculations for gas and hotels for marketing events. We based our assumptions on 1 hotel night each month of the summer for a night market. The gas includes travel every weekend of the summer to 3 different farmers markets and 1 summer festival.

Other ineligible costs- Chamber of Commerce membership, ingredients for regular production