**Project Budget Template**

*Please note that the project budget template provided is for your reference and all budget details must be completed directly on the online application form.*

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.

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|  | **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?) |
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|  | **Equipment- Purchases, Materials, Installation, etc.** |
| Description | # of Units | Unit Cost | Total Cost | Amount Sought for this Grant | Cost Rationale: (Quote, Estimate, Personal Research?) |
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|  | **Consultant Services/Contractors** |
| Service Professional/Description | # of Hours | Hourly Rate | Total Cost | Amount Sought for this Grant | Cost Rationale: (Quote, Estimate, Personal Research?) |
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|  | **Supplies (no ingredients for general production)** |
| Description | # of Units | Unit Cost | Total Cost | Amount Sought for this Grant | Cost Rationale: (Quote, Estimate, Personal Research?) |
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|  | **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?) |
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|  | **Marketing/Sales** |
| Activity Description | # of Units | Unit Cost | Total Cost | Amount Sought for this Grant | Cost Rationale: (Quote, Estimate, Personal Research?) |
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|  | **Other (Travel, Education, Construction, etc.)** |
| Activity Description | # of Units | Unit Cost | Total Cost | Amount Sought for this Grant | Cost Rationale: (Quote, Estimate, Personal Research?) |
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1. **Budget Explanation**

Please include a brief explanation of the items in your project budget that you are requesting funding for..