

Form 11 SAMPLE: Budget Justification Form for MCH Section Grants

Grantee Agency: _____ **Budget Period:** _____ **Revision#** _____
Contact _____ **Phone number:** _____
E-mail address: _____

Salary and Fringe:

For staff supported by this grant request. List each name and/or position, salary and percent of time and fringe benefits.	REQUESTED DOLLARS	MATCH DOLLARS
<i>Budget Justification:</i> Project Coordinator $\$42,000 \times 1.0 \text{ FTE} = \$32,000 + 14\% \text{ benefits } (\$5,580) = \$47,880.$ Teen Leaders 2 teens teaching - 200 classroom hours $\$7.00 \times 400 = \$2,800$		
Total Salary and Fringe:	\$37,000	\$13,680.

Salary and Expenses:

Employee In-State Travel: If project staff will travel, itemize the costs, frequency and the nature of the travel.	REQUESTED DOLLARS	MATCH DOLLARS
<i>Budget Justification:</i> Mileage - $\$.35/\text{mile} \times 300 \text{ miles} = \$105.$ Lodging and expenses (training) @ $\$65./\text{day}$ for 3 days = $\$195.$ 6 participants $\times \$195 = \$1,170$		
Total Travel:	\$1,275	

Contracted Services:

List the contractor or consultant name, service to be provided, fee and length of time for the project. Contractor supplies and travel should be included if applicable. Itemize equipment rented or leased for the project.	REQUESTED DOLLARS	MATCH DOLLARS
<i>Budget Justification:</i> (2) Speakers - one for May and Sept. teen pregnancy prevention month one for Let's Talk Month = $\$3,000$ Contracted Services - Media specialist = $\$400$		
Total Contracted Services:	\$1,400.	2,000.

Phone/postage:

List monthly phone expenses not already paid from existing sources for the project. Estimate postage for the project.	REQUESTED DOLLARS	MATCH DOLLARS
<i>Budget Justification:</i> Telephone $\$50./\text{month} \times 12 \text{ months} = \$600.$ Postage $\$200./\text{month} \times 12 \text{ months} = \$2,400.$		
Total Phone/postage::	\$3,000.	

Print/copy:

List printing and copying costs that are necessary for the project.	REQUESTED DOLLARS	MATCH DOLLARS
<i>Budget Justification:</i> Printing/reproduction $\$100./\text{month} \times 12 \text{ months} = \$1,200.$ Copying $\$25./\text{month} \times 12 \text{ months} = \$300.$		
Total Print/Copy:	\$1,500.	

Grantee Agency: _____

Budget
Period: _____

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Supplies:		REQUESTED DOLLARS	MATCH DOLLARS
Include office and program supplies, training materials, curriculum and expendable equipment such as books and software. Generally supplies include material that are expendable or consumed during the course of the project. Equipment under 5,000.00			
<i>Budget Justification:</i>			
Office supplies \$50./month x 12 months = \$600. Curriculum (1 copy) \$250. = \$250.			
Total Supplies:		\$850.	
Other Expenses:		REQUESTED DOLLARS	MATCH DOLLARS
Include items such as rent for space that is not currently available for the project, stipends for participants, participant transportation, participant training and other direct costs as needed.			
<i>Budget Justification:</i>			
Rent \$250./month x 12 months = \$3,000 Promotional items (t-shirts, waterbottles, lanyards, pencils, etc.) =\$650 Project Brochures \$400 Parent Brochures(101 ways to talk to your kid about sex) \$500			
Other Total::		\$4,550.	
Administrative Costs: Complete form 9A Indirect Cost Allocation for MCH Grant Programs and enter total here.		REQUESTED DOLLARS	MATCH DOLLARS
Indirect cost rate 10.5%			
Administrative Total::		\$5,205.	
		REQUESTED DOLLARS	MATCH DOLLARS
Grand Total::		\$54,780.	\$15,680

ORIGINAL CERTIFICATION SIGNATURE

I certify that, to the best of my knowledge and belief, the data reported on this document is correct and all transactions that this report were made in accordance with applicable Federal and State statutes and rules.

Authorized
Official: _____

Date: _____

Grantee Agency: _____

Form 11: Budget Justification Form for MCH Section Grants

Grantee Agency: _____ **Budget Period:** _____ **Revision#** _____
Contact _____ **Phone number:** _____
E-mail address: _____

Salary and Fringe:		
For staff supported by this grant request. List each name and/or position, salary and percent of time and fringe benefits. <i>Budget Justification:</i>	REQUESTED DOLLARS	MATCH DOLLARS
Total Salary and Fringe:		

Salary and Expenses:		
Employee In-State Travel: If project staff will travel, itemize the costs, frequency and the nature of the travel. <i>Budget Justification:</i>	REQUESTED DOLLARS	MATCH DOLLARS
Total Travel:		

Contracted Services:		
List the contractor or consultant name, service to be provided, fee and length of time for the project. Contractor supplies and travel should be included if applicable. Itemize equipment rented or leased for the project. <i>Budget Justification:</i>	REQUESTED DOLLARS	MATCH DOLLARS
Total Contracted Services:		

Phone/postage:		
List monthly phone expenses not already paid from existing sources for the project. Estimate postage for the project. <i>Budget Justification:</i>	REQUESTED DOLLARS	MATCH DOLLARS
Total Phone/postage::		

Print/copy:		
List printing and copying costs that are necessary for the project. <i>Budget Justification:</i>	REQUESTED DOLLARS	MATCH DOLLARS
Total Print/Copy:		

Grantee Agency: _____

Budget Period: _____

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Supplies:

Include office and program supplies, training materials, curriculum and expendable equipment such as books and software. Generally supplies include material that are expendable or consumed during the course of the project. Equipment under 5,000.00	REQUESTED DOLLARS	MATCH DOLLARS
<i>Budget Justification:</i>		
Total Supplies::		

Other Expenses:

Include items such as rent for space that is not currently available for the project, stipends for participants, participant transportation, participant training and other direct costs as needed.	REQUESTED DOLLARS	MATCH DOLLARS
<i>Budget Justification:</i>		
Other Total::		

Administrative Costs: Complete form 9A Indirect Cost Allocation for MCH Grant Programs and enter total here.

	REQUESTED DOLLARS	MATCH DOLLARS
Administrative Total::		

	REQUESTED DOLLARS	MATCH DOLLARS
Grand Total::		

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I certify that, to the best of my knowledge and belief, the data reported on this document is correct and all transactions that this report were made in accordance with applicable Federal and State statutes and rules.

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