Project Budget Spreadsheet and Narrative

NOTE: Include costs for monitoring staff and activities in the appropriate category.

A. Personnel

Name/Position	Computation	Title II	Federal	Non-Federal	Total
Subtotal					

Narrative: (description)

B. Fringe Benefits (employment benefit given in addition to one's salary)

Name/Position	Computation	Title II	Federal	Non-Federal	Total
Subtotal					

Narrative: (description)

C. Travel

Description	Computation	Title II	Federal	Non-Federal	Total
Subtotal					

Narrative: (description)

D. Equipment (current monetary value $5,000 or more)

Description	Computation	Title II	Federal	Non-Federal	Total
Subtotal					

Narrative: (description)

E. Supplies

Description	Computation	Title II	Federal	Non-Federal	Total
Subtotal					

Narrative: (description)

F. Consultants/Contracts

Name/Position	Computation	Title II	Federal	Non-Federal	Total
Subtotal					

Narrative: (description)

G. Other Costs (overhead costs from other partners, vehicles, equipment rental, travel, etc)

Description	Computation	Title II	Federal	Non-Federal	Total
Subtotal					

Narrative: (description)

H. Indirect Costs

Description	Computation	Title II	Federal	Non-Federal	Total
Subtotal					

Narrative: (description)

Budget Summary

Budget Category	Title II	Federal Contributions	Non Federal	Total
A-Personnel				
B-Fringe Benefits				
C-Travel				
D-Equipment				
E-Supplies				
F-Consultants/Contracts				
G-Other				
Total Direct Costs				
H-Indirect Costs				
Total Project Costs				

Title II funds: $

Federal Contribution $

Non Federal Contribution $

Total Project Costs $

Monitoring Plan

Introduction:

What will be monitored?

Who will be responsible for implementation of this plan?

When will monitoring be done?

How will monitoring occur?