

BUDGET REQUEST FORM INSTRUCTIONS

Project Line Item Budget - Budget Request Form Enclosed

Please use the budget form enclosed to list all of the items that will be proposed through the Community Development Mini-Grant application. Note that it is important to provide a brief explanation with respect to determined costs. The Budget Request Form enclosed can be used, or you may replicate the form for the purpose of formatting for additional narrative.

Instructions for Budget Request Form

- Under each ***Line-Item Category*** column applicable to your project, identify the exact expense that is requested for. For example, if you will purchase 200 children's books, please note this description under the ***Operating Supplies*** category.
- Under the ***Budget Justification Narrative*** column provide a brief explanation of the purpose for this expense. For example, the children's books will be used as giveaways to parents involved in 20 storytime activities or family literacy events.
- Under the ***Total*** column indicate the amount that you are requesting for each category. For example, 200 books at \$3.50 per book will be equal to \$700; therefore you would write \$700.00 under the ***Total*** column.
- Under the ***In-kind*** column list additional resources used to realize this project. Examples of in-kind support may include staff time, materials donated, cash-match used to realize activities, facilities/space donated for the activity, etc.
- Write only in the categories that apply to the Community Development Mini-Grant Application you are submitting.

BUDGET REQUEST FORM

Agency Name: _____

Amount Requested: _____

Project Title: _____

Line-Item Category (Proposed Expense)	Budget Justification Narrative	Total (Estimated Cost)	In-kind
Salary and Fringe			
Operating Supplies			
Equipment Purchase			
Training			
Travel			
Capital Improvements			
Other Expenses			
TOTAL			