

Attachment B:

Budget Template

A successful application may include the following information using the Department of Justice Budget Detail Worksheet:

Personnel

- Names of persons involved with the project.
- Hourly base salary for each person involved with the project.
- Percentage of salary for fringe benefits for each person involved with the project.
- Number of anticipated project hours for each person involved with the project.

Equipment/Technology: Explain about the equipment and/or technology required to perform the project. Include descriptions and costs of each item with a value over \$25.00.

Supplies: Explain about the consumable supplies required to perform the project. Include descriptions and costs.

Travel: Explain official travel in support of the project. Estimate individual trip costs based upon the current FY 2021 GSA rates for meals and incidental expenses, lodging and mileage. *Please Note* Please contact the Project Manager, Mark Damitio markdamitio@iadlest.org prior to requesting travel in an application.

Contracts/Consultants: Explain any contractual services agreements necessary with personnel outside your organization to accomplish the project. Include the type of service and the cost.

Other Costs: Explain other anticipated costs that do not fit into the categories above.

TOTAL: The amount of the total request.

Please use the Department of Justice Budget Detail Worksheet accessible at <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/BDW.zip> . Please use the second tab on the bottom of the worksheet (Budget Detail – Year One). If you are unable to load the form, please contact the Project Manager, Mark Damitio markdamitio@iadlest.org for a worksheet to be sent to you.