

Detailed Budget Table: Example and Template

The following presents an example of a detailed budget table based on a funded application that has been edited for content. The example shows an appropriate level of detail to explain the dollars requested. It is very important that the numbers in the detailed budget table match the numbers in your SF-424 and SF-424A. Note that Environmental Education grants are required to have a non-federal match of at least 25 percent of the total cost of the project.

Example

Line Item	EPA Funds	Matching Funds	Total Project Cost
Personnel	\$40,000 Huang (<i>Executive Director</i>): \$15,000 (EPA funds cover ½ of \$30,000 salary) Lee (<i>Project Manager</i>): \$15,000 (EPA funds cover ½ of \$30,000 salary) Garcia (<i>Program Coordinator</i>): \$10,000 (EPA funds cover 400 hours x hourly rate of \$25 over entire project period)	\$8,000 Huang: \$3,000 Lee: \$3,000 Garcia: \$2,000	\$48,000
Fringe Benefits	\$4,000 10% of salaries above for health insurance	\$0	\$4,000
Travel	\$2,000 1 trip to Montana to present project at outdoor education conference, including 2 staff for 2 nights each: \$800 for lodging and per diem (@ \$200 per day per person); \$1,000 for airfare (@ \$500 per person); \$200 for local travel (@ \$100 per person)	\$333 Local travel costs reimbursed to 10 project staff members for trainings: \$33.30 per staff member based on 55.5 miles @ \$0.60 per mile	\$2,333
Equipment	\$0	\$0	\$0
Supplies	\$10,000 100 water monitoring kits @ \$100 each	\$5,000 5 laptops for recipient staff @ \$1,000 each	\$15,000

Line Item	EPA Funds	Matching Funds	Total Project Cost
Contractual	\$15,000 Current market rates for competitively awarded evaluation of project	\$5,000 Contribution of partner toward evaluation of project)	\$20,000
Other	\$25,000 5 subawards @ \$5,000 each for 5 school districts in local area for teacher workshops	\$15,000 Volunteer's contribution to support field studies for 500 students, teachers, and volunteers: 150 hours @ \$50 per hour Stipends for 20 educators to attend 1 workshop: \$375 stipend for 8-hour workshop per educator	\$40,000
Indirect Cost	\$4,000 10% of personnel salaries	\$0	\$4,000
Program Income	\$0	\$0	\$0
TOTAL	\$100,000	\$33,333	\$133,333

Budget Template

Compare your Detailed Budget to your Work Plan, SF 424, and SF 424A to ensure that all numbers and dollar amounts in all categories are consistent from document to document.

Line Item	EPA Funds	Matching Funds	Total Project Cost
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other			
Indirect Cost			
Income			
TOTAL			