

## PROJECT BUDGET FORM: Seeding Wayne County Grant 2025

Contract Period: April 1st, 2025 - August 31th, 2025

Organization Name:

**FUNDS MUST BE USED FOR DIRECT PROJECT SERVICES BENEFITING PERSONS MEETING 200% POVERTY LEVEL.**  
Common allowable costs include: equipment rental fees for events, program supplies, event registration fees, food, etc. See below for information on disallowable costs.

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### Disallowable Costs

Funds can NOT support general agency overhead such as, but not limited to, the following disallowable items/costs:

- Taxes, including but not limited to: Sales, property, etc.
- General or Administrative Overhead (i.e. Accounting)
- Advertising to Solely Promote the Organization
  - Funds may be used to promote your FY2025 Seeding project but not the Organization as a whole
- Custodial, Maintenance or Landscaping Services (Staff and Contractual)
- Equipment exceeding \$500 per item
  - Any and all pieces of equipment purchased with these funds must cost no more than \$500 for each individual item
  - If the equipment costs over \$500 an organization may opt to cover the difference in price
- Fundraising Activities
- Gift cards and/or gas cards/bus passes
  - This includes any type of gift card/visa card for clients OR staff/volunteers
- Salaries, Benefits, or Stipends for Staff & Volunteers
  - These funds can be used for specialized instructor (early childhood ed instructor, grief counselors, certified chefs, etc) fees necessary to the project, but not for staff/volunteers
- Insurance
  - General Liability insurance cannot be paid for or reimbursed with these funds
- Internet, telephone or copy services
- Fees, including but not limited to: late, environmental, etc.
- Property rent or lease payments
- Venue rental for programming
- Utilities, internet, telephone, or copy services
- Vehicle repairs or maintenance
- Gratuity and tips
- Delivery fees (amazon orders, food)
- Food: Including beverages
  - non-programmatic related food is NOT allowed per CSBG guidelines
  - Food for staff meetings/trainings/events are NOT allowable
    - Unless over 5 hours
- Anything that is not a part of your submitted and approved budget

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**FUNDS MUST BE USED FOR DIRECT PROJECT SERVICES BENEFITING THE PROJECT.**

TLINE ITEM	AMOUNT REQUESTED	DETAILS or LINKS

**TOTAL AMOUNT REQUESTED:**