This worksheet does not include everything that might impact an individual project, but might be used to help you remember the full cost of your project. The project team should review and discuss project costs with Administration and the Business Office to be sure that the project, if funded, will fit within the programmatic and fiscal priorities of H-SC.

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item:** | **Proposed Grant Funding** | **Other Source (Identify Source + Amount)** | **Total for Project** |
| Salaries and Wages (list by individual position and indicate % of time dedicated to the project) |  |  |  |
| **Subtotal of Salaries and Wages =** |  |  |  |
| Insurance, benefits, other taxes |  |  |  |
| Consultants |  |  |  |
| Professional Fees |  |  |  |
| Travel |  |  |  |
| Equipment |  |  |  |
| Supplies |  |  |  |
| Printing and Copying |  |  |  |
| Telephone and Fax |  |  |  |
| Postage + Mailing Services |  |  |  |
| Rent + Utilities |  |  |  |
| Background Check |  |  |  |
| Recruitment/Other Advertising  |  |  |  |
| Volunteer Expense |  |  |  |
| Other (Specify)\* |  |  |  |
| Other (Specify) |  |  |  |
| Other (Specify) |  |  |  |
| **Subtotal =**  |  |  |  |
| Indirect Costs (at agency rate [50%] or grantor maximum) |  |  |  |
| **TOTAL COSTS =**  |  |  |  |

\*DO NOT add anything to the budget labeled “Miscellaneous” or “Contingency.” All costs must be explained in the Budget Narrative or Budget Justification section, and should be categorized in a line item label that is consistent with the grantor’s guidance.

(PJ. 02.2016)