**Grant Budget**

The blank budget template below lists the typical items that a grant will support, depending on the project objectives, allowable costs, and any restrictions from the funding agency or Valencia. A more descriptive definition is provided in the box beneath the listed items. RDO staff will assist with providing budget details and calculations based upon the needs identified in the project. This blank budget template illustrates a three-year grant budget, although grant periods can vary greatly and project originators should edit the template to serve their project’s needs. Internal Valencia budgets are converted into an Excel spreadsheet during proposal development, while each funding agency typically requires applicants to use their specific budget template, which RDO staff will complete.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Budget Needs** | **Year 1** | **Year 2** | **Year 3** | **Total** |
|  |  |  |  |  |
| **A. PERSONNEL** |  |  |  |  |
|  |  |  |  |  |
| Personnel needed to complete the |  |  |  |  |
| project activities. These usually include |  |  |  |  |
| project directors, staff assistants, |  |  |  |  |
| release time or stipends for faculty. |  |  |  |  |
| RDO staff utilize Valencia’s salary |  |  |  |  |
| schedule to determine exact personnel |  |  |  |  |
| costs, while project originators indicate |  |  |  |  |
| anticipated manpower needed. |  |  |  |  |
| Personnel costs must comply with |  |  |  |  |
| regulations regarding supplanting. |  |  |  |  |
| **TOTAL PERSONNEL** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **B. FRINGE BENEFITS** |  |  |  |  |
|  |  |  |  |  |
| Mandatory employee benefits or |  |  |  |  |
| coverage required for employment and |  |  |  |  |
| calculated by RDO staff utilizing |  |  |  |  |
| Valencia guidelines and rates. |  |  |  |  |
| **TOTAL FRINGE** |  |  |  |  |
| **BENEFITS** |  |  |  |  |
| **TOTAL PERSONNEL with** |  |  |  |  |
| **Fringes** |  |  |  |  |
|  |  |  |  |  |
| **C. TRAVEL** |  |  |  |  |
|  |  |  |  |  |
| Travel needed to complete the project, |  |  |  |  |
| which typically includes a project |  |  |  |  |
| director’s meeting mandated in the |  |  |  |  |
| Request for Proposals (RFP), as well as |  |  |  |  |
| can include conference attendance, in- |  |  |  |  |
| district or in-state travel, and other |  |  |  |  |
| project specific travel. RDO staff can |  |  |  |  |
| assist with likely costs for travel, and |  |  |  |  |
| College-approved rates. |  |  |  |  |

**TOTAL TRAVEL**

**D. EQUIPMENT - Items with a**

**unit cost over $5,000**

Items with costing over $5,000 must be

listed as equipment. Specific equipment

requires a justification of how it relates

to the project’s objectives and how it

will be used.

**TOTAL EQUIPMENT**

**E. SUPPLIES**

Any materials or supplies needed to

support completion of the project’s

objectives. Equipment items less than

$5,000 may be listed in this category.

**TOTAL SUPPLIES**

**F. CONTRACTUAL**

If the project involves sub-awards to

external project partners, the amount

they will receive is listed here as a

contractual agreement amount. A

description of the scope of work that

each external project partner will

provide for the project is needed.

Developing this scope of work can

help determine the contractual

agreement amount to provide to

external project partners.

**TOTAL CONTRACTUAL**

**G. CONSTRUCTION**

This category lists expected building

modifications and cost per square foot.

Construction dollars are very limited in

grant projects and often prohibited, so

it is best to review with RDO staff any

intended construction costs before

developing a project with this intended

item

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**TOTAL CONSTRUCTION**

**H. OTHER**

This section will include costs for

external evaluators,

outreach/marketing, external or

internal printing needs, and other costs

incurred by the project. Basically, a

miscellaneous category.

**TOTAL OTHER**

**TOTAL DIRECT COSTS**

**I. INDIRECT COSTS**

Amount available for certain grant

projects depending on the funding

agency’s guidelines, and determined by

RDO staff in order to support costs

incurred by the College to conduct the

project.

**GRAND TOTAL REQUESTED**