

## Budget Definitions

The project budget should reflect all costs that are directly related and necessary to operate and maintain the program for which you are seeking support.

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**Personnel:** Include salaries or allocation of those salaries directly for the program for which funding is request.

**Consultants:** Include consultants that will be directly attributable to the program and its development.

**Travel:** Include all project related travel costs consistent with federal rate guidelines necessary to conduct business.

**Supplies:** Include only those supplies directly related to the program. Do not include general supplies.

**Publications:** Include costs to print/copy program related documents including brochures or other programmatic materials.

**Equipment:** Include the cost of computers, software and licenses or other equipment acquired directly for the purpose of the program being funded. Do not include any costs associated with existing computers, software, licensing fees or maintenance costs.

**Other Expenses:** Include other costs that are directly attributable to the program being funded and that do not fall into one of the categories above

**Indirect Costs:** Include indirect costs not to exceed 15% of direct costs.