**Sample - Line-item Budget Utilizing Matching Funds**

**July 1, 201X - June 30, 201X**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Category** | **Line Item Description** | **Requested Funds** | **Matching Funds AND Source** | **Total Cost** |
| **PERSONNEL SERVICES** | **Personnel Services Total**  | $ |
| Salaries |  |  |  |  |
| **EMPLOYEE RELATED EXPENSES** | **Employee Related Expenses Total** | $ |
| Fringe Benefits or Other ERE |  |  |  |  |
| **PROFESSIONAL AND OUTSIDE SERVICES** |  | **Professional and Outside Services Total** | $ |
| Contracted Services |  |  |  |  |
| **TRAVEL** | **Travel Total** | $ |
| In-State Travel Out-of-State Travel |  |  |  |  |
| **AID TO ORGANIZATIONS OR INDIVIDUALS** | **Total Aid to Organizations or Individuals** | $ |
| Subgrants or Subcontracts to organizations/agencies/entities |  |  |  |  |
| **OTHER OPERATING EXPENSES** | **Other Operating Expenses Total** | $ |
| * Telephones/Communications Services
* Internet Access
* General Office Supplies
* Food
* Rent/Occupancy
* Utilities
* Furniture
* Postage
* Software (including IT supplies)
* Dues/Subscriptions
* Advertising
* Printing/Copying
* Equipment Maintenance
* Professional Development (Staff Training, Conferences, Workshops, Training Fees for Staff)
* Insurance
* Program Materials
* Program Supplies
* Scholarships
* Program Incentives
 |  |  |  |  |
| **CAPITAL OUTLAY** | **Capital Outlay Total** | $ |
| Construction/Land or Building Improvements/Purchase of Land or Building |  |  |  |  |
| **CAPITAL EQUIPMENT** | **Capital Equipment Total** | $ |
| Equipment $5,000 or greater in value |  |  |  |  |
| **NON-CAPITAL EQUIPMENT** | **Non-Capital Total** | $ |
| Equipment $4,999 or less in value |  |  |  |  |
| **Subtotal Direct Program Costs:** | $ | $ | $ |
| **ADMINISTRATIVE/INDIRECT COSTS** | **Total Admin/Indirect** | $ |
| Indirect/Admin Costs |  |  |  | $ |
| **Total** | $ | $ | $ |

Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_