

## Budget and Justification Form Instructions

A. **Personnel** is defined as all employees whose work is tied to the application. Complete table 1 for personnel positions funded by the grant.

- **Table 1 Grant Request for Personnel Expenses:** For any positions proposed to be funded from this project, provide the position title, name, the amount of salary paid for by the grant, and percent of time on the project.
- **Narrative Justification for Personnel Expenses:** Include a brief description of the activities of each position as it relates to the project. The budget form need only reflect the totals for salaries.
- **Table 2 Match (In-Kind) for Personnel Expenses:** For any positions proposed to be funded by this project through match (in-kind), provide the position title, name, the amount of salary paid for by the grant, and percent of time on the project.
- **Narrative Justification for Match (In-Kind) Personnel Expenses:** Include a brief description of the activities of each position as it relates to the project. The budget form need only reflect the totals for salaries.
- **Source of Matching Funds:** Grant applications must identify matching funds equal to 50 percent of the award from ASET. For example, if the grantee requests \$50,000 in funding from ASET, the grantee must secure \$25,000 in matching funds to support the project. In-kind contributions will be considered matching funds for this grant program. Matching funds may come from internal sources, project partners, or other funding sources, including but not limited to, other grants or commercial loans. **Federal government funds will not be considered acceptable matching funds.**

B. **Fringe Benefits:** Fringe benefits may include contributions for social security, employee insurance, pension plans, etc.

- **Table 3: Grant Request for Fringe Benefits:** For any positions proposed to be funded from this project, please include applicable component (i.e. FICA, Workers Compensation, Insurance, Retirement etc.), rate, wage and cost to be funded by the grant.
- **Narrative Justification for Fringe Benefits:** Include a brief description of fringe benefits funded by the grant. Provide the name and position title associated with the wage and cost for the fringe benefits.
- **Table 4: Match (In-Kind) for Fringe Benefits:** For any positions proposed to be funded from this project, please include applicable component (i.e. FICA, Workers Compensation, Insurance, Retirement etc.), rate, wage and cost to be funded by the grant.
- **Narrative Justification for Match (In-Kind) Fringe Benefits:** Include a brief description of match (in-kind) fringe benefits funded by the grant. Provide the name and position title associated with the wage and cost for the fringe benefits.
- **Source of Matching Funds:** Grant applications must identify matching funds equal to 50 percent of the award from ASET. For example, if the grantee requests \$50,000 in funding from ASET, the grantee must secure \$25,000 in matching funds to support the project. In-kind contributions will be considered matching funds for this grant program. Matching funds may come from internal sources, project partners, or other funding

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sources, including but not limited to, other grants or commercial loans. **Federal government funds will not be considered acceptable matching funds.**

- C. Travel:** Explain need for all travel other than that required by this application. The lowest available commercial fares for coach or equivalent accommodations must be used. Local travel policies prevail.
- **Table 5: Grant Request for Travel:** Please provide the travel purpose, destination, type of travel expense (i.e. airfare, hotel, etc.), rate (not to exceed the current rate established by the Internal Revenue Service) and cost per line item. Please reference Arizona's travel policy website: [http://www.gao.az.gov/publications/SAAM/Supp\\_I\\_trvrates-012308.pdf](http://www.gao.az.gov/publications/SAAM/Supp_I_trvrates-012308.pdf)
  - **Narrative Justification for Travel:** Include a description of the proposed travel as it relates to the completion of the project.
  - **Table 6: Match (In-Kind) Travel** Please provide the travel purpose, destination, type of travel expense (i.e. airfare, hotel, etc.), rate (not to exceed the current rate established by the Internal Revenue Service) and cost per line item. Please reference Arizona's travel policy website: [http://www.gao.az.gov/publications/SAAM/Supp\\_I\\_trvrates-012308.pdf](http://www.gao.az.gov/publications/SAAM/Supp_I_trvrates-012308.pdf)
  - **Narrative Justification for Match (In-Kind) Travel:** Include a description of the proposed travel as it relates to the completion of the project.
  - **Source of Matching Funds:** Grant applications must identify matching funds equal to 50 percent of the award from ASET. For example, if the grantee requests \$50,000 in funding from ASET, the grantee must secure \$25,000 in matching funds to support the project. In-kind contributions will be considered matching funds for this grant program. Matching funds may come from internal sources, project partners, or other funding sources, including but not limited to, other grants or commercial loans. **Federal government funds will not be considered acceptable matching funds**
- D. Equipment:** Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.
- **Table 7: Grant Request for Equipment:** Please provide an item description, rate and cost for the equipment.
  - **Narrative Justification for Equipment:** Include a description and projected costs of any proposed equipment as it relates to the completion of the project.
  - **Table 8: Match (In-Kind) for Equipment:** Please provide an item description, rate and cost for the equipment.
  - **Narrative Justification for Match (In-Kind) Equipment:** Include a description and projected costs of any proposed equipment as it relates to the completion of the project.
  - **Source of Matching Funds:** Grant applications must identify matching funds equal to 50 percent of the award from ASET. For example, if the grantee requests \$50,000 in funding from ASET, the grantee must secure \$25,000 in matching funds to support the

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project. In-kind contributions will be considered matching funds for this grant program. Matching funds may come from internal sources, project partners, or other funding sources, including but not limited to, other grants or commercial loans. **Federal government funds will not be considered acceptable matching funds.**

**E. Supplies:** Materials costing less than \$5,000 per unit and often having one-time use

- **Table 9: Grant Request for Supplies:** Please provide an item description, rate and cost for each supply.
- **Narrative Justification for Supplies:** Include a description of any supplies needed for the project.
- **Table 10: Match (In-Kind) for Supplies:** Please provide an item description, rate and cost for each supply.
- **Narrative Justification for Match (In-Kind) Supplies:** Include a description of any supplies needed for the project.
- **Source of Matching Funds:** Grant applications must identify matching funds equal to 50 percent of the award from ASET. For example, if the grantee requests \$50,000 in funding from ASET, the grantee must secure \$25,000 in matching funds to support the project. In-kind contributions will be considered matching funds for this grant program. Matching funds may come from internal sources, project partners, or other funding sources, including but not limited to, other grants or commercial loans. **Federal government funds will not be considered acceptable matching funds.**

**F. Contract or Consultant:** The costs of project activities to be undertaken by a third-party contractor should be included in this category as a single line item charge. A complete itemization of the cost comprising the charge should be attached to the budget. If there is more than one contractor, each must be budgeted separately and must have an attached itemization. A contract is generally the amount paid to non-employees for services or products. A consultant is a non-employee who provides advice and expertise in a specific program area.

- **Table 11: Grant Request for Contract:** Please provide name of contractor/consultant, project purpose and cost for service.
- **Narrative Justification for Contract:** Include brief background information about contractors, including how their previous experience relates to the project. If known, provide the name of contractor chosen and include a description of the availability of contractors for the services and/or products required and the method for choosing a contractor.
- **Table 12: Match (In-Kind) for Contract:** Include brief background information about contractors, including how their previous experience relates to the project. If known, provide the name of contractor chosen and include a description of the availability of contractors for the services and/or products required and the method for choosing a contractor.

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- **Narrative Justification for Match (In-Kind) Contract:** Please provide name of contractor/consultant, project purpose and cost for service.
- **Source of Matching Funds:** Grant applications must identify matching funds equal to 50 percent of the award from ASET. For example, if the grantee requests \$50,000 in funding from ASET, the grantee must secure \$25,000 in matching funds to support the project. In-kind contributions will be considered matching funds for this grant program. Matching funds may come from internal sources, project partners, or other funding sources, including but not limited to, other grants or commercial loans. **Federal government funds will not be considered acceptable matching funds.**

### G. Other Expenses: Expenses not covered in any of the previous budget categories

- **Table 13: Grant Request for Other Expenses:** Please provide an item description, rate and cost for other expenses.
- **Narrative Justification for Other Expenses:** If it is necessary to include expenditures in the “Other” category, include a detailed description of the proposed expenditures as they relate to the project.
- **Table 14: Match (In-Kind) for Other Expenses:** Please provide an item description, rate and cost for other expenses.
- **Narrative Justification for Match (In-Kind) Other Expenses:** If it is necessary to include expenditures in the “Other” category, include a detailed description of the proposed expenditures as they relate to the project.
- **Source of Matching Funds:** Grant applications must identify matching funds equal to 50 percent of the award from ASET. For example, if the grantee requests \$50,000 in funding from ASET, the grantee must secure \$25,000 in matching funds to support the project. In-kind contributions will be considered matching funds for this grant program. Matching funds may come from internal sources, project partners, or other funding sources, including but not limited to, other grants or commercial loans. **Federal government funds will not be considered acceptable matching funds.**