

Sample Budget

The budget sample in this document is representative of the information requested in the CIG application. The sample was selected because it highlights one particular aspect of budget presentation we thought would be useful for other applicants to consider.

You must select a presentation of your budget that best meets the needs of your project and presentation.

The CIG announcement does not require nor recommend a specific format or style for presenting your budget.

CIG is a competitive process, so you must consider what will make your application clear to the evaluators.

Each sample is not perfect and we do not recommend copying the exact format, but each applicant should present their budget that best presents the value of their project to the evaluators.

Please do not hesitate to contact us if you have any questions:

Dan Lukash, Grants & Agreement Specialist
202/690-1253 daniel.lukash@wdc.usda.gov

Gregorio Cruz, CIG National Program Manager
202/720-8071 gregorio.cruz@wdc.usda.gov

B1

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Conservation Innovation	10.912	\$	\$	\$ 271,174.76	\$ 271,877.07	\$ 543,051.83
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 271,174.76	\$ 271,877.07	\$ 543,051.83

SECTION B - BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY			Total (5)
	(1) Federal	(2) Non-Federal	(3)	
a. Personnel	\$ 113,778.00	\$ 128,613.50	\$	\$ 242,391.50
b. Fringe Benefits	47,786.76	54,018.00		101,804.76
c. Travel	36,100.00			36,100.00
d. Equipment		90,975.00		90,975.00
e. Supplies	18,010.00	600.00		18,610.00
f. Contractual	37,500.00			37,500.00
g. Construction				0.00
h. Other	18,000.00			18,000.00
i. Total Direct Charges (sum of 6a-6h)	271,174.76	274,206.50	0.00	545,381.26
j. Indirect Charges				0.00
k. TOTALS (sum of 6i and 6j)	\$ 271,174.76	\$ 274,206.50	\$ 0.00	\$ 545,381.26

7. Program Income	\$	\$	\$	\$	0.00
-------------------	----	----	----	----	------

Authorized for Local Reproduction

Conservation Innovation Grant Sample Budget

Expenses		Federal Funding	Federal Funding by category
Personnel			
Director	.25 FTE @ \$54000/yr w/ 3 % increase in yrs 2 and 3	\$ 41,727.00	
Program Assistant	.50 FTE @ \$30000/yr w/ 3% increase in yrs 2 and 3	\$ 46,364.00	
Communications Director	.10 FTE @ \$51600/yr w/ 3 % increase in yrs 2 and 3	\$ 15,950.00	
Programming Support	.05 FTE match @ \$26000 w/ 3 % increase in yrs 2 and 3		
Program Director	.05 FTE @ \$63000 w/ 3 % increase in yrs 2 and 3	\$ 9,737.00	
	Total Personnel	\$ 113,778.00	\$ 113,778.00
Fringe			
	42% for each of 3 yrs	\$ 47,786.76	\$ 47,786.76
Contractual			
Web consultant	100 hrs @ \$45/hr	\$ 13,500.00	
Coordinator	.25FTE @ \$32000/yr	\$ 24,000.00	\$ 37,500.00
Other			
Honoraria -cooperating farmers	6 @ \$1,000/yr	\$ 18,000.00	\$ 18,000.00
Travel			
Cooperators, including staff	Mileage @ approx 850 mi/person @ \$0.50/mi for 2 people , 2 nights lodging @\$100/ni and 4 days perdiem @\$46/da + Mileage @ approx 510 mi/person @ \$0.50/mi for 4 people @2 times/yr for 3 years	\$ 13,500.00	
Conf. travel project travel, not NRCS	Conferences over 3 yrs covering cost of registrations, airfare at \$400, lodging at \$100/ni, perdiem of \$46/day, mileage @ \$0.50/mi, for 1 person the first yr, and 2 people in yrs 2 & 3	\$ 10,600.00	
manager	To cooperating farms in DC andMD twice/yr @ 1200 mi/yr @ \$0.50/mi + \$100/ni lodging and \$46/da perdiem for each of three yrs	\$ 6,000.00	
Workshop - speakers fees/travel	2 people/yr @ \$400/airfare, 3 nights lodging @ \$100/ni and 6 days perdiem @ \$46/da for each of 3 yrs	\$ 6,000.00	
			\$ 36,100.00
Supplies			
Training materials/DVDs	500 manuals @\$3	\$ 2,000.00	
Lab services	soil food web analyses @ \$400/test & soil tests @ \$64/test and 6 cooperators over a 3 yr period	\$ 3,360.00	
Horticulture supplies	organic seed for XX and 6 cooperators for 3 yrs at \$240/ac for 4 ac per farm and books, backpack sprayer and other supplies at \$575 /set for 6 cooperators	\$ 10,650.00	
Workshop refreshments	\$200/workshop for 5 workshops	\$ 1,000.00	

Conservation Innovation Grant Sample Budget

Porta potties		\$ 1,000.00	\$ 18,010.00
Total		\$ 271,174.76	\$ 271,174.76

B4

CIG Grant Non-Federal Request Sample Budget		Non-Federal	
Personnel			
Director	.25 FTE @ \$54000/yr w/ 3 % increase in yrs 2 and 3	\$ 41,727.00	
Program Assistant	.20 FTE @ \$30000/yr w/ 3% increase in yrs 2 and 3	\$ 18,545.40	
Communications Director	.10 FTE @\$51600/yr w/ 3 % increase in yrs 2 and 3	\$ 15,950.60	
Business Manager	.10 FTE @ \$45500 w/ 3 % increase in yrs 2 and 3	\$ 14,064.00	
IT Support	.05 FTE @ \$33000 w/ 3 % increase in yrs 2 and 3	\$ 5,100.00	
Programming Support	.05 FTE @ \$26000 w/ 3 % increase in yrs 2 and 3	\$ 4,018.00	
Program Director	.15 FTE @ \$63000 w/ 3 % increase in yrs 2 and 3	\$ 29,208.50	
	Total Personnel	\$ 128,613.50	\$ 128,613.50
Fringe	42%	\$ 54,017.67	\$ 54,017.67
Supplies			
Microscope		\$ 600.00	\$ 600.00
Equipment and Land-in-kind			
Horticulture Farm A	8 organic acres @\$2000/ac for 3 years	\$ 48,000.00	
Horticulture Farm B	BCS walk-behind tractor and 10 implements; 2 sprayers; 4 composting systems; 2 planters	\$ 36,675.00	
XXX	Lease payment for office/meeting space @ 25% yearly rent of \$8400 for 3 years	\$ 6,300.00	\$ 90,975.00
TOTAL		\$ 274,206.17	\$ 274,206.17