Budget Form Instructions

Using the Budget Form

The SLNC Budget Form is a fillable pdf form that can be saved and submitted as a pdf. Make sure that JavaScript is enabled in your web browser. Download the SLNC Budget Form to your computer and work on it outside your web browser. All totals and subtotals are calculated automatically.

The Year 1 columns should include costs for activities that begin on the project start date and end at the end of the grant period. For two-year or three-year Project grants, list the costs for the next 12 months in the Year 2 columns. For three-year projects, list the costs for the next 12 months in the Year 3 columns.

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by matching funds. All the items listed, whether supported by grant funds, matching, or cost share, must be necessary to accomplish project objectives, allowable according to the applicable federal cost principles, auditable, and incurred during the award period of performance. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of your organization. You must report all revenues generated with project funds during the award period of performance as program income. If you need more lines for a specific section, summarize the information in the SLNC Budget Form and explain it further in the Project Description question "How will expenditures support your goal?"

Budget Categories

Use the following Budget Categories (1-6 and 8) to identify and describe all LSTA and matching expenditures.

1. **Salaries/Wages/Fringe**: Include all salaries, wages, and fringe/benefits paid to staff at the lead library that are directly contributing to the project; include position titles (but not names) and number of FTEs (full time equivalent) in description.
2. **Consultant Fees**: All expenses related to acquiring the services of a consultant for a specific activity within the project are included in this category. Include all fees, travel, accommodations, and support services incurred and invoiced by the consultant.
3. **Travel, library staff**: Travel costs must be related to the project activities and incurred by library staff of the lead library working on the project. Costs include airfare, ground transportation, accommodations, meals, etc.; include number of travelers and types of travel expenditures. Conference registration costs belong in the Services category
4. **Supplies/Materials**: Costs for consumable items necessary to carry out the project, such as print books, e-books, audiobooks, DVDs and/or technology or hardware such as computers, laptops, tablets, printers, e-readers, etc. with a per item cost under $5,000. Group items together on one line by type or program, such as – Learning Center Supplies (6 sets of books, easel, sand table, board games, manipulatives, puzzles, rug).
5. **Equipment (that exceeds $5,000 per item)**: Only nonexpendable, tangible property with a per item acquisition cost over $5,000 should be listed here. Note that each item requires written

approval from the State Library prior to purchase and each item will be inventoried annually for the remainder of its useful life.

6. **Services**: Activities provided by a third-party contractor or vendor, including conference registration costs; provide the name of the service, the vendor, and the cost for each vendor.

7. **Total Direct Costs**: Costs are calculated by summing categories 1 through 6.

8. **Indirect Costs:** Indirect costs (IDC) may not be charged against Matching Funds or Cost Share in this program. Calculate the Indirect Costs based off the LSTA Funds subtotal in #7. Select ONE of the following:
   a. Option 1: The library chooses not to include Indirect Costs.
   b. Option 2: The library chooses a rate not to exceed 10% of modified total Direct Costs.
   c. Option 3: The library has a rate of _____ % that has been negotiated with a federal agency; note: supporting documentation will be required with the Grant Agreement.

9. **Total Project Costs**: Costs are calculated by summing #7 and #8

10. **Matching Calculator**: Match is calculated using the Project Total (less IDC). The Budgeted Match column is calculated using the Total Matching Funds (#9) divided by the Total Direct Cost Total (#7). The budgeted match should be equal to or greater than the listed Required Match. The application must demonstrate a partnership to be eligible for 10% reduced match in its first year.