

Appendix 6: Budget Summary Form

Please provide a complete summary of proposed expenditures (Federal and non-Federal) for year 1 budget year. If requesting funding for a second year, complete year 2 budget.

Budget Categories	PROJECT YEAR 1			PROPOSED YEAR 2 (If applicable)		
	FEDERAL	NON-FEDERAL	TOTAL	FEDERAL	NON-FEDERAL	TOTAL
1. Salaries and Wages						
2. Employee Benefits						
3. Travel						
4. Materials and Supplies						
5. Consultants & Contracts						
6. Other						
A. Total Direct Costs: (Sum of lines 1-6)						
B. Total Indirect Costs: (cannot be greater than 8% of Total Direct Costs)						
C. Equipment						
D. TOTAL REQUESTED (A + B + C) (Enter these figures in Item 7 of the Title page)						

A subgrantee may request indirect costs of up to 8 percent of the total amount of the direct costs in Federal funds. (See Appendix 5)

If you are requesting reimbursement for indirect costs on line B, please answer the following questions:

- (1) Do you have an Indirect Cost Rate Agreement approved by the Federal government? Yes No
 If yes, please provide the following information: Period Covered by the Indirect Cost Rate Agreement:
 From: ___/___/___ To: ___/___/___ (mm/dd/yyyy)
 Approving Federal agency: ED Other (please specify): _____

- (2) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:
 Is included in your approved Indirect Cost Rate Agreement? Or Complies with 34 CFR 76.564(c)(2)?

Appendix 6: Budget Narrative

Please provide a justification for each budget category addressing Federal and non-Federal expenditures (for each year, if applicable):

Budget Category	Federal Expenditure	Non-Federal Expenditure
1. Salaries and Wages		
2. Employee Benefits		
3. Travel		
4. Materials and Supplies		
5. Consultants & Contracts		
6. Other		
7. Equipment		
8. Indirect Costs		