|  |  |
| --- | --- |
| **Shape  Description automatically generated with medium confidence** | **Best in Class Budget Worksheet**  **1st Yr BIC Participants = $20,000 materials & equipment**  **Returning BIC Participants = 5 % of Award for materials & equip**  **Program Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_** |

|  |  |
| --- | --- |
| Person Completing Form: | |
| **Budget Line Items** | **Preliminary Budget Amount** | | **Line-Item Justification (explain/justify budgeted amount)** | **Final Budget Amount (complete at end of year, for milestone 4)** | **Projected In-Kind/Match (minimum of 15% of award, include all funds needed to run program)** | **Line-Item Justification**  **(Please note if match is in-kind, cash or other)** |
| **Personnel Costs**: Salaries & benefits | **$** | |  | **$** | **$** |  |
| **Travel** | **$** | |  | **$** | **$** |  |
| **Consultation Services** | **$** | |  | **$** | **$** |  |
| **Equipment** | **$** | |  | **$** | **$** |  |
| **Materials & Supplies** | **$** | |  | **$** | **$** |  |
| **Professional Develop. /Training** | **$** | |  | **$** | **$** |  |
| **Family Engagement** | **$** | |  | **$** | **$** |  |
| **Advertising & Marketing** | **$** | |  | **$** | **$** |  |
|  | **$** | |  | **$** | **$** |  |
|  | **$** | |  | **$** | **$** |  |
|  | **$** | |  | **$** | **$** |  |
| **TOTALS** | **$** | |  | **$** | **$** |  |

|  |  |
| --- | --- |
| Total Amount funds requested for project | **$** |
| Total Amount of Match (Include all additional funds to run program) | **$** |
| Total Amount of Project Cost | **$** |

Footnotes: 1. (BIC funds + Match = Overall Project Cost). 2. Total Match amount equals at least 15% of total awarded funds