

**Organization's Name:**

**Project Name:**

**Date:**

Please complete your budget as an EXCEL document. If you do not have access to excel, please send it as a WORD document. Adapt the category titles and add line items as needed. For an Excel version of this template email the SSH team with Subject Line: "Send me Excel Version of Annex B."

**Be sure to break down your budget into specific line items and include the unit type, number of units, and unit cost.** When you enter the number of units and unit cost, the total cost should automatically calculate. The subtotals also auto-calculate, which will feed into the budget total at the bottom of the spreadsheet.

Line Items by Budget Categories	Unit Type (days, people, bags, kg, liters, fares, etc..)	Number of Units	Unit Cost	Total Cost
<b>Personnel-</b> salaries and wages for non-Federal entity personnel working on the project. In your budget narrative indicate the base salaries, time each individual will spend on the project, and how you calculated the requested portion of salary.				
				\$ -
				\$ -
<b>Subtotal Personnel</b>				<b>\$ -</b>
<b>Travel-</b> List travel expenses such as ground transportation for trainings, delivery for equipment, tolls, M&IE, lodging etc.				
				\$ -
				\$ -
				\$ -
<b>Subtotal Travel</b>				<b>\$ -</b>
<b>Equipment</b> -tangible personal property with a unit purchase price of <b>\$5,000 or more</b> and having a useful life of more than one year (no computers, vehicles, or other prohibited items).				
				\$ -
<b>Subtotal Equipment</b>				<b>\$ -</b>
<b>Supplies/Material-</b> all tangible personal property <b>less than \$5,000</b>				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Subtotal Supplies/Material</b>				<b>\$ -</b>
<b>Contractual-</b> a consulting agreement with a consultant to obtain goods and services for the non-Federal entity's own use				
				\$ -
				\$ -
<b>Subtotal Contractual</b>				<b>\$ -</b>

<b>Other Direct Costs-</b> entity's operating expenses that are directly linked to the award but not included as an indirect cost.				Examples: airtime or
				\$ -
				\$ -
				\$ -
<b>Subtotal Other Direct Costs</b>				<b>\$ -</b>
<b>Indirect Costs-</b> incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.				
				\$ -
<b>Subtotal Indirect Costs</b>				<b>\$ -</b>
<b>Total Proposed Budget</b>				<b>\$ -</b>