

**NADTC BUDGET: Equity and Accessibility: Transportation Planning Grant**

Organization Name:



**BUDGET LINE ITEMS**

**Personnel Costs:**

Salaries

-

Fringe Benefits

-

**Direct Costs:**

Meeting/Training Expenses (site rental, set-up costs, etc.)

-

Sub-contracted Services:

Consultants

Sub-contracted Services:

Consultant Travel

-

**Travel Costs:**

-

**Other Direct Costs:**

Office Space Rental/Utilities

Telephone/Fax

-

Photocopying/Duplication

-

Printing

-

Mailing/Postage

Supplies

Computer Expenses (*equipment may NOT be purchased; costs related to personnel usage only*)

-

Marketing/Media/Outreach

-

-

Focus Groups/Survey Costs

-

-

-

-

**Indirect Costs:**

**TOTAL EXPENSES**

-

-

**TOTAL PROJECT BUDGET \$ -**

**TOTAL NADTC FUNDING REQUEST \$ -**

## **Budget Narrative Instructions:**

Applications must specify dollar amounts in the broad categories provided in the budget document.

The amount of NADTC funds requested in each category must be specified on the form.

Match is not required. However, if the applicant organization will contribute funds to the project, the amount of funds to be provided must be specified in the budget categories listed on this form.

Total Budget should be calculated. It is the sum of the amount of NADTC funds requested plus Match funds, if any.

The Justification portion of the budget must include detail regarding each budget category following the guidance provided below:

### **Personnel Costs:**

Salaries should specify salary costs, number of staff, percent of staff time (i.e., percent of Full Time Equivalent [FTE] staff: for example, .60 FTE).

Fringe benefits to carry out project activities. Specify how fringe is calculated (e.g., 20% of salary costs).

### **Travel Costs:**

Travel costs may cover staff travel for local project travel, including mileage, parking, and related costs. This travel must also include the cost of traveling to Washington, DC for a mandatory orientation and training.

### **Direct Costs:**

Meeting/training expenses may include the costs of holding focus groups, community forums, smaller collaborative meetings, etc. Such costs may include space rental, copying materials, AV equipment rental, speaker fees, and travel costs to bring participants to the meeting. The budget should specify number and types of meetings planned. Food/beverage costs are not eligible expenses.

Consultant fees and travel anticipated by the applicant should be included as a separate category in the budget. To the greatest extent possible, consultants should be selected and identified in the grant application. If consultants will be used, additional information is required. Applicants are advised to limit their expenditures on consultants to no more than 35% of the total budget.

Other direct costs may include office space rental/utilities (to be calculated based on personnel costs), telephone/fax, photocopying, printing, postage, project related supplies, computer costs (equipment may NOT be purchased; costs related to personnel usage only), marketing/media /outreach costs, focus group/survey costs (if applicable).

### **Indirect Costs:**

Indirect costs may be included in the budget. Details regarding how indirect costs are calculated, **including a copy of the organization's approved Indirect Rate**, must be submitted as part of the final budget that selected grantees must develop within two weeks of award notification.

