

Grant Proposal Budget Worksheet

Only district approved vendors may be used when preparing the budget for the grant submission. Contact district purchasing department to verify approved vendors. Using a non-approved vendor could cause forfeiture of any grant award.

District Vendor	Item Description	Unit Cost	Quantity	Total Cost
TOTAL COST				

Helpful Tips:

- List all items needed to support the proposed grant project. Include durable goods, such as specialized equipment and technology (software and hardware). Include consumables, such as paper, only if the department budget cannot cover those costs.
 - *Durable vs Consumable*: funders prefer paying for durable items rather than consumables. If covered by department, consumables can be considered an “in kind support”.
 - **IMPORTANT**: Identify any “in kind” support in the application.
- Follow the grant application guidelines when completing the budget.
 - Some grants require close adherence to a specific dollar amount while other grants permit budgets that exceed the award amount.
 - Grants may exceed one year: verify the grant duration (one-time funding opportunity or an annual renewal).