

<b>APPLICANT NAME:</b>	SAMPLE	<b>Date:</b>	
<b>BUDGET LINE ITEMS</b>		<b>AMOUNT REQUESTED</b>	<b>GRANTEE CONTRIBUTION</b>
Personal Services		\$0.00	\$0.00
Travel		\$0.00	\$0.00
Contractual		\$0.00	\$0.00
Supplies		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
Sub-Grants		\$0.00	\$0.00
Administration		\$0.00	\$0.00
<b>TOTAL REQUESTED</b>		<b>\$0.00</b>	<b>\$0.00</b>

**INSTRUCTIONS:**

Complete each worksheet in this budget workbook for each cost category detailing funds requested or provided for this project. Many of the cells in this workbook are locked. You will only be able to enter information in the cells that are not protected.

On this Budget Summary worksheet add the name of your organization at the top. No other information is required. The data entered into each worksheet will roll forward to this summary worksheet.

Carefully review the instructions at the top of each worksheet. Enter information as directed. If more space is required on a line than appears available, the text will automatically expand the size of the cell and will wrap the text to a new line. You are not able to add new lines to the budget worksheets. All costs must be directly related to training participants.

See the accompanying Budget Sample for an example of what information should be included in the budget worksheets.

For assistance please contact: Carrie Couey 907/269-4551 or [dbp.grants@alaska.gov](mailto:dbp.grants@alaska.gov).







APPLICANT NAME: SAMPLE

Date:

### SUPPLIES BUDGET

Include on this form any supplies that will be required for the training project. Supplies are typically tangible goods that are received from persons or companies other than the applicant. Supplies may include such items as office supplies (paper, pens, binders, etc.), books and educational or training materials, training videos, etc. valued less than \$5,000 per unit, software valued less than \$5,000 per unit, and tools required for the training. This list is not all inclusive and other types of supplies may be appropriate and allowable to the project. The calculation of the cost amount varies by supply type. Please clearly show how the supply amounts are determined.

SUPPLY ITEM	CALCULATION OF AMOUNT	AMOUNT REQUESTED	GRANTEE CONTRIBUTION
<h1>SAMPLE</h1>			
TOTAL SUPPLIES:		\$0.00	\$0.00







