**TASK AND DELIVERABLE BUDGET WORKSHEET**

Most projects can be broken down into separate parts called “Deliverables.” You can think of each major element of work, or each phase of a project, as a single Deliverable. Most projects can be described as having two to five Deliverables (occasionally more). To make a complete budget for your grant-funded project, you will need to complete a “Task and Deliverable Budget Worksheet” for each Deliverable.

**For further instructions and clarifications on worksheet categories, please see “A Primer for Fitting Charges Within Budget Categories”**

**Duplicate this worksheet for additional Deliverables**

*For each deliverable-identify title, associated tasks, and dollar amounts. Tasks listed should include quantifiable units (e.g. feet of stream restoration, miles of riparian buffer, number and type of BMP, etc.)*

|  |  |  |
| --- | --- | --- |
| **Deliverable *#1*** | **Title: *This would be the title of this phase of your project such as “Design of XXX”*** | Est. Date of Completion: ***Completion date of this phase or “deliverable”*** |

| **Category** | **Individual, Staff, or Contractor** | **Task or Item** | **Cost** | **Grant Request** | **+** | **Match Amount**  **& Type \*(C or I)** | | = | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Salaries/Benefits – Grantee Staff Only** | | | | | | | | | |
|  | Fred Jones – Z CCD - Tech |  | $1000 | $500 | + | $500 |  | = | $1000 |
|  | Jane Smith – Z CCD Engineer |  |  | $500 | + | $500 |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
| **Subtotal Salaries** |  | This area is for listing grantee salaries – staff that work specifically for the grantee organization for this deliverable only. If work is being contracted out, any information on salaries of contracted staff should be put under the “Contractual” or “Construction” section as appropriate. An hourly breakdown is not necessary; salaries for individuals can be listed as a lump sum (not to exceed) for the duration of the deliverable. |  | $1000 | + | $1000 |  | = | $2000 |
| **Travel** | | | | | | | | | |
| **Miles** | Fred Jones/Jane Smith | Travel to site  Any travel related expenses for grantee staff for this deliverable should be included in this section. These costs must be directly associated with implementation of the project. | Miles300@. 565   /mile  Use current state mileage rate at time of completion. | $ | + | $169.50 |  | = | $169.50 |
| **Meals** |  |  |  | $ | + | $ |  | = | $ |
| **Lodging** |  |  |  | $ | + | $ |  | = | $ |
| **Subtotal Travel** |  |  |  | $ | + | $169.50 |  | = | $169.50 |
| **Equip. & Supplies** | | | | | | | | | |
|  | Identify equipment to be purchased or rented to complete this Deliverable. (There is a $5,000 limit on the cost of any single item of equipment.) Also identify costs for supplies to be used to complete this Deliverable. For instructions on what constitutes “Equipment” and “Supplies” refer to “A Primer for fitting charges within budget categories.” |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
| **Subtotal Equip. & Supplies** |  |  |  | $ | + | $ |  | = | $ |
| **Administration** | | | | | | | | | |
|  | Include administrative costs associated with this Deliverable. A breakdown of the types of “Administration” costs can be included (e.g. rent $400/month, telephone service $30/month; etc.). Or, you may provide a lump sum cost with an explanation of the types of costs. Remember that the total amount paid from the grant for this Category across all Deliverables cannot exceed 5% of the total grant award. |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
| **Subtotal Admin.** |  |  |  | $ | + | $ |  | = | $ |

|  |  |  |
| --- | --- | --- |
| **Deliverable #1** | **Title: Design of XXX** | Est. Date of Completion: 12/31/2016 |

| **Category** | **Individual, Staff, or Contractor** | **Task or Item** | **Cost** | **Grant Request** | **+** | **Match Amount**  **& Type \*(C or I)** | | = | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contractual** | | | | | | | | | |
| A. Contractor Salaries | XYZ Engineering Firm | Assist in design | $1000 | $1000 | + | $ |  | = | $1000 |
|  |  |  |  |  | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
| B. Other Contractual |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  | This section should include costs for work that is contracted out to complete this Deliverable, such as design, engineering, or other non-construction work. Within this section, a separate line should be used for each company, organization, or individual that is providing services. |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
| **Subtotal Contractual** |  |  |  | $1000 | + | $ |  | = | $1000 |
| **Construction** |  |  | **Cost/Unit** |  | + |  |  | = |  |
| A. Materials |  |  |  | $ | + | $ |  | = | $ |
|  | Include all construction materials purchased either by the grantee or a subcontractor for this deliverable or phase of the project. |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
| B. Labor |  |  |  | $ | + | $ |  | = | $ |
| Within this section, a separate line should be used for each company, organization, or individual that is providing construction-related work on this Deliverable. However, if employees of the grantee organization are performing construction-related work, those costs should be included in the “Salary/Benefits - Grantee Staff” category above. |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
| **Subtotal Construction** |  |  |  | $ | + | $ |  | = | $ |

|  |  |  |
| --- | --- | --- |
| **Deliverable #1** | **Title: Design of XXX** | Est. Date of Completion: 12/31/16 |

| **Category** | **Individual, Staff, or Contractor** | **Task or Item** | **Rates and Cost** | **Grant Request** | **+** | **Match Amount**  **& Type \*(C or I)** | | | = | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Other** | | | | | | | | | | |
|  | This category should be used minimally and should not include any costs that belong in a different budget category. Examples of items in this category would include things such as fishing licenses, bank charges, room rentals, etc. |  |  | $ | + | $ | |  | = | $ |
|  |  |  |  | $ | + | $ | |  | = | $ |
|  |  |  |  | $ | + | $ | |  | = | $ |
|  |  |  |  | $ | + | $ | |  | = | $ |
|  |  |  |  | $ | + | $ | |  | = | $ |
| **Subtotal Other** |  |  |  | $ | + | $ |  | | = | $ |
| **Total** |  |  |  | $2000 | + | $1169.50 | |  | = | $3169.50 |

**\* C = CASH I = IN-KIND**

**BUDGET SUMMARY  
(COMPLETE ONCE SUMMARIZING ALL DELIVERABLES)**

The Grant Request column reflects the grant dollars used for in this deliverable; the Match Amount column would illustrate match dollars used for in this deliverable. These totals (grant amount + match) are for this deliverable only.

This budget summary only needs to be completed once for the overall project and not for each deliverable. This section would be completed on your last deliverable and would reflect the overall project costs. In this deliverable (Deliverable #1), you would not complete this section. It would be completed in Deliverable #2.

|  |  |
| --- | --- |
| 1. Salaries/Benefits | $ |
| 2. Travel | $ |
| 3. Equipment and Supplies | $ |
| 4. Administration | $ |
| 5. Contractual | $ |
| 6. Construction | $ |
| 7. Other | $ |
| **Subtotal (DEP Grant Award)** | **$** |
| Match (15% cash and/or in-kind) | $ |
| **TOTAL Grant Project Costs** | **$** |

**TASK AND DELIVERABLE BUDGET WORKSHEET**

Most projects can be broken down into separate parts called “Deliverables.” You can think of each major element of work, or each phase of a project, as a single Deliverable. Most projects can be described as having two to five Deliverables (occasionally more). To make a complete budget for your grant-funded project, you will need to complete a “Task and Deliverable Budget Worksheet” for each Deliverable.

**For further instructions and clarifications on worksheet categories, please see “A Primer for Fitting Charges Within Budget Categories”**

**Duplicate this worksheet for additional Deliverables**

*For each deliverable-identify title, associated tasks, and dollar amounts. Tasks listed should include quantifiable units (e.g. feet of stream restoration, miles of riparian buffer, number and type of BMP, etc.)*

|  |  |  |
| --- | --- | --- |
| **Deliverable *# 2*** | **Title: *This would be the title of this phase of your project such as “Construction of XXX”*** | Est. Date of Completion: ***Completion date of this phase or “deliverable”*** |

| **Category** | **Individual, Staff, or Contractor** | **Task or Item** | **Cost** | **Grant Request** | **+** | **Match Amount**  **& Type \*(C or I)** | | = | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Salaries/Benefits – Grantee Staff Only**  This area is for listing grantee salaries – staff that work specifically for the grantee organization for this deliverable only. If work is being contracted out, any information on salaries of contracted staff should be put under the “Contractual” or “Construction” section as appropriate. An hourly breakdown is not necessary; salaries for individuals can be listed as a lump sum (not to exceed) for the duration of the deliverable. | | | | | | | | | |
|  | Fred Jones – Z CCD - Tech |  | $500 | $500 | + |  |  | = | $500 |
|  | Jane Smith – Z CCD Engineer |  | 500 | $500 | + |  |  | = | $500 |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
| **Subtotal Salaries** |  |  |  | $1000 | + |  |  | = | $1000 |
| **Travel** | | | | | | | | | |
| **Miles** | Fred Jones/Jane Smith | Travel to site  Any travel related expenses for grantee staff for this deliverable should be included in this section. These costs must be directly associated with implementation of the project. | Miles300@. 565   /mile  Use current state mileage rate at time of completion. | $ | + | $169.50 |  | = | $169.50 |
| **Meals** |  |  |  | $ | + | $ |  | = | $ |
| **Lodging** |  |  |  | $ | + | $ |  | = | $ |
| **Subtotal Travel** |  |  |  | $ | + | $169.50 |  | = | $169.50 |
| **Equip. & Supplies** | | | | | | | | | |
|  | Identify equipment to be purchased or rented to complete this Deliverable. (There is a $5,000 limit on the cost of any single item of equipment.) Also identify costs for supplies to be used to complete this Deliverable. For instructions on what constitutes “Equipment” and “Supplies” refer to “A Primer for fitting charges within budget categories.” |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
| **Subtotal Equip. & Supplies** |  |  |  | $ | + | $ |  | = | $ |
| **Administration** | | | | | | | | | |
|  | Include administrative costs associated with this Deliverable. A breakdown of the types of “Administration” costs can be included (e.g. rent $400/month, telephone service $30/month; etc.). Or, you may provide a lump sum cost with an explanation of the types of costs. Remember that the total amount paid from the grant for this Category across all Deliverables cannot exceed 5% of the total grant award. |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
| **Subtotal Admin.** |  |  |  | $ | + | $ |  | = | $ |

|  |  |  |
| --- | --- | --- |
| **Deliverable #2** | **Title: Design of XXX** | Est. Date of Completion: 12/31/2017 |

| **Category** | **Individual, Staff, or Contractor** | **Task or Item** | **Costs** | **Grant Request** | **+** | **Match Amount**  **& Type \*(C or I)** | | = | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contractual** | | | | | | | | | |
| A. Contractor Salaries |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  |  | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
| B. Other Contractual |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  | This section should include costs for work that is contracted out to complete this Deliverable, such as design, engineering, or other non-construction work. Within this section, a separate line should be used for each company, organization, or individual that is providing services. |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
| **Subtotal Contractual** |  |  |  | $ | + | $ |  | = | $ |
| **Construction** |  |  | **Cost/Unit** |  | + |  |  | = |  |
| A. Materials | ABC Construction | Fencing | $10 per piece | $500 | + | $ |  | = | $500 |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
| B. Labor |  | Include all construction materials purchased either by the grantee or a subcontractor for this deliverable or phase of the project. |  | $ | + | $ |  | = | $ |
|  | ABC Construction | Install | $10/hour | $500 | + | $ |  | = | $500 |
|  |  |  |  | $ | + | $ |  | = | $ |
|  |  |  | Within this section, a separate line should be used for each company, organization, or individual that is providing construction-related work on this Deliverable. However, if employees of the grantee organization are performing construction-related work, those costs should be included in the “Salary/Benefits - Grantee Staff” category above. | $ | + | $ |  | = | $ |
|  |  |  |  | $ | + | $ |  | = | $ |
| **Subtotal Construction** |  |  |  | $1000 | + | $ |  | = | $1000 |

|  |  |  |
| --- | --- | --- |
| **Deliverable #2** | **Title: Design of XXX** | Est. Date of Completion: 12/31/17 |

This category should be used minimally and should not include any costs that belong in a different budget category. Examples of items in this category would include things such as fishing licenses, bank charges, room rentals, etc.

| **Category** | **Individual, Staff, or Contractor** | **Task or Item** | **Rates and Costs** | **Grant Request** | **+** | **Match Amount**  **& Type \*(C or I)** | | | = | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Other** | | | | | | | | | | |
|  | Z CCD | Permit Fee | $1,500 | $1,500 | + | $ | |  | = | $1500 |
|  |  |  |  | $ | + | $ | |  | = | $ |
|  |  |  |  | $ | + | $ | |  | = | $ |
|  |  |  |  | $ | + | $ | |  | = | $ |
|  |  |  |  | $ | + | $ | |  | = | $ |
| **Subtotal Other** |  |  |  | $ | + | $ |  | | = | $ |
| **Total** |  |  |  | $3500 | + | $169.50 | |  | = | $3669.50 |

**\* C = CASH I = IN-KIND**

**BUDGET SUMMARY  
(COMPLETE ONCE SUMMARIZING ALL DELIVERABLES)**

The Grant Request column reflects the grant dollars used for in this deliverable; the Match Amount column would illustrate match dollars used for in this deliverable. These totals (grant amount + match) are for this deliverable only.

This budget summary only needs to be completed once for the overall project and not for each deliverable. This section would be completed on your last deliverable and would reflect the overall project costs. In this example, there are only two deliverables; since this worksheet reflects Deliverable #2, the totals for the overall grant project would be included here.

This is the overall total of all categories covered by grantee’s match.

|  |  |
| --- | --- |
| 1. Salaries/Benefits | $2000 |
| 2. Travel | $  Lines 1-7 should show the sum of grant-assigned costs for all Deliverables for the indicated budget category. The “Subtotal” below line 7 should show the sum of all seven budget category costs. This “Subtotal” should be equal to the DEP grant amount. |
| 3. Equipment and Supplies | $ |
| 4. Administration | $ |
| 5. Contractual | $1000 |
| 6. Construction | $1000 |
| 7. Other | $1500 |
| **Subtotal (DEP Grant Award)** | **$5500** |
| Match (15% cash and/or in-kind) | $1339 |
| **TOTAL Grant Project Costs** | **$6839** |

DEP grant award + match = total grant project cost