**#2022-HCS-8000**

**BUDGET REQUEST FORM**

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| --- | --- | --- | --- |
| **BUDGET ITEM** | **FDDC REQUESTED FUNDS** | **MATCH**  **AMOUNT** | **BUDGET NARRATIVE** |
| Salary |  |  |  |
| Benefits |  |  |  |
| Subcontracted personnel |  |  |  |
| Staff Travel |  |  |  |
| Participant Travel |  |  |  |
| Supplies and Printing |  |  |  |
| Meeting Room Costs |  |  |  |
| Technology and Software, if applicable |  |  |  |
| Indirect Costs-limited to 10% |  |  |  |
| Other: Describe any other budget items listed. |  |  |  |
| TOTAL |  |  |  |

**Budget Directions**

Provide an all-inclusive cost to conduct work and a brief budget narrative using the Budget Request Form. Indirect costs cannot exceed a ten percent (10%) de minimus rate of modified total direct costs (MTDC) unless the entity has an approved federally recognized negotiated indirect cost rate in accordance with the Uniform Guidance. 2 CFR 200.414(f).

Calculate total hours to complete work and provide an hourly rate and total of hours for each team member involved. The budget narrative should explain and demonstrate that each entry on the line-item budget is allowable, reasonable, and necessary. The budget and budget narrative must present a cost-effective funding level for achieving the purpose of the project. Costs must be in accordance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance) [https://www.gpo.gov/fdsys/pkg/CFR-2017-title2-vol1/xml/CFR-2017-title2-vol1- part200-subpartE.xml](https://www.gpo.gov/fdsys/pkg/CFR-2017-title2-vol1/xml/CFR-2017-title2-vol1-%20part200-subpartE.xml).

Bidders must match $1 for every $4 requested to reach a 25% match of the total approved cost of the project. Costs paid by other federal grants may not be used for match. The match must fund activities directly related to the project. Note: To calculate the match share for the 25% required match, divide the amount of your request by four. Then, to calculate the total project cost, combine the one-fourth figure with the dollars requested.