

**Budget for MicroGrant/MicroVoucher**

Enter your professional consulting fees, client and other expenses.

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| --- | --- | --- | --- | --- |
| **Labor Category** | **Name** | **Hours** | **Rate** | **Cost** |
| Salaries/Wages |  |  |  |  |
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| Consulting Fees | **(Name your Preferred Provider if requesting a MicroVoucher)** |  |  |  |
|  |  |  |  |  |
| **Total Labor Cost** | | | |  |
| **Expense Category** | **Description** | | | **Cost** |
| Telephone expense (Describe purpose for calls) |  | | |  |
| Research material copies (Types of material to be copied) |  | | |  |
| Supplies (Types of supplies to be purchased) |  | | |  |
| Pre-submission proposal evaluation fees (Include name of service provider) |  | | |  |
| Other (Describe other anticipated expense) |  | | |  |
| Other |  | | |  |
| Other |  | | |  |
| **Expense subtotal** | | | |  |
| **Total estimated budget for proposal preparation** | | | |  |
| **Total Proposal Preparation Funding Assistance requested (one-half of total costs or $2,000, or $3,000 whichever is less)** | | | |  |
| **Total Proposal Preparation costs to be contributed by applicant** | | | |  |
|  | | | | |

**MicroGrant (MG) or MicroVoucher (MV) IPart Funding Request?**

Please note if you are seeking a MicroGrant ($2,000) cash to the company to help defray the administrative cost/time for preparing your final federal proposal; **OR** MicroVoucher ($3,000) to work with a Preferred Provider, grant-writing professional where the check is written directly to your Provider of choice.