

Budget for Preparing the Proposal

MICROGRANT SAMPLE

Enter your time, rates and expenses. There will be a **Calculate** button at the bottom of the form on the electronic application that will autosum your entries and enable you to view the totals. In the LIVE, electronic version, you will be able to reenter data and recalculate until you are satisfied with the budget.

Labor Category	Name	Hours	Rate	Cost
Salaries/Wages	Dr. Fixme Up	45	46	2,070
	Dr. Knows A. Lot	25	42	1,050
Consulting Fees	Dr. Gerry Mander	25	40	1,000
Total labor cost				4,120
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)				
Proposal copies (Indicate how many copies planned)				
Proposal delivery (Include method of delivery)				
Other (Describe other anticipated expense)				
Expense subtotal				
Total estimated budget for proposal preparation				4,120
Total Proposal Preparation Funding Assistance requested (one-half of total costs or \$2,000, whichever is less)				2,000
Total Proposal Preparation costs to be contributed by applicant				2,120

The maximum request for a MicroGrant is \$2,000.