

# Budget and Justification Template

The purpose of this template is to help you determine costs for your pilot project. In the personnel and training sections, please specify which Tier(s) of service funding will be used.

**A. Personnel:** Outline information on the community based provider (public or private), including in-kind costs for these position who work is tied to the pilot project.

Position	Name	Organization	Annual Salary/Rate	Level of Effort	Cost
				<b>Total</b>	

Justification for personnel costs: Describe the role and responsibilities for each position. Please indicate which Tier(s) of service (Tier 1, 2, and/or 3) each person or provider will provide support.

Justification:

**B. Fringe Benefits:** List all components of fringe benefits rate (note: Please use this section for any fringe calculation that need to be made for your community partners. Funding cannot be used to support personnel hired by the school.)

Calculation 1

Component	Rate	Wage	Cost
		<b>Total</b>	

Calculation 2

Component	Rate	Wage	Cost
		<b>Total</b>	

**Total:** Calculation 1 Fringe + Calculation 2 Fringe =

Justification for Fringe Benefits:

**C. Training Materials/Curriculum:** Use this section to indicate materials/curriculum that will be used to train school staff and/or community based mental health providers to deliver mental health, substance use services. Evidence based practice (EBP) or evidence informed materials should be used for training purposes.

1. Name of training to be conducted during the project

Item/Name of Training or Curriculum	Rate	Cost
	<b>Total</b>	

Justification for training costs: Describe the training, target population (school staff, students, etc.) and service Tier(s).

**D. Supplies and Equipment:** Supplies are items costing less than \$5,000 per unit (federal definition), often having one-time use. Equipment is a single item of tangible, nonexpendable, personal property that has a useful life of more than one year. The justification must include an explanation of the type of supplies and equipment to be purchased and how it relates back to meeting the project objectives. **Funding cannot be used to purchase vehicles as equipment, likewise supplies cannot be used for major structural renovation (i.e. building, office, etc.).**

**Provide the following information for the narrative and justification:**

1. Items – list supplies by type, e.g., office supplies, postage, laptop computers.
2. Calculation – describe the basis for the cost, specifically the unit cost of each item, number needed and total amount.
3. Supply Cost – provide the total cost of the supply items to be charged to the award during the budget period.

Item(s)	Calculation	Supply Cost
	<b>Total</b>	

Justification for Supplies and Equipment: Briefly describe how supplies and equipment will be used to carry out grant activities.

**E. Administrative/Indirect Costs**

Administrative/Indirect Costs, also known as “facilities” and “administration” are defined as those costs incurred for common or joint objectives which cannot be readily identified with an individual program but are necessary for the operations of the organization. “Facilities” is defined as depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses. “Administration” is defined as general administration and general expenses such as the director's office, accounting, personnel, and all other types of expenditures not listed specifically under one of the subcategories of “Facilities.”

For the purpose of this pilot, DBHDS is using a base administrative rate of **5.0%**.

**Note: If your district has a set administrative/indirect cost rate, we ask you indicate this on the worksheet and use that set rate.**

Administrative rate used for pilot: 5.0% (*Update this percentage only if your district has a set rate*)

Pilot Costs (Calculated from Sections A-C of budget)	Administrative Costs (calculated using rate from section E)	Grand Total

Justification:

## F. Summary of Pilot Costs

Use this section to list all costs associated with the pilot from each section.

Total Request	
Budget Section	Budget Section Total
A. Personnel	
B. Fringe	
C. Training Materials	
D. Supplies and Equipment	
Total	
E. Administrative Costs ( <i>calculated here using 2.5% rate; use your rate if mandated by the district</i> )	
<b>Grand Total</b>	