

**INSTRUCTIONS FOR  
PART II – BUDGET INFORMATION ) CONSTRUCTION GRANT APPLICANTS ONLY**

**The Budget Form:** Budget information is required from all applicants. There are different forms for Construction Applications (for equipment purchase projects) and Planning Applications.

**The Budget Information Form on page 3 should be completed only by applicants for Construction Projects. There is a separate Budget form for planning projects on page 5.**

We suggest you first complete the Equipment pages (page 4), then transfer the totals in each category to this page.

**SECTION A: PROJECT EXPENSES**

*Equipment Totals by Category*

**Lines A1-A4.** Total all of the equipment pages (page 4) submitted for each category of equipment. Include installations costs/labor within a category.

Place the total for each category of equipment on the appropriate line for that category.

**Line A5.** Enter the total of lines A1-A4.

**Line A6. Eligible Non-equipment Costs**

Non-equipment costs include *Outside Services* and *Pre-operational Expenses*.

Refer to the current regulations or list of eligible costs supplied by PTFP regarding the limited non-equipment costs that may be requested as part of the proposed project.

**Outside Services.** List all outside services, such as audit costs, for which Federal funding is requested for this project **with the exception of installation labor**. Installation labor, if any, should be included on the equipment pages.

For each cost requested, describe the service to be performed, the name of the person/firm (if known), the cost basis (e.g. \$100/hr, \$800/day), the number of units (e.g. 125 hours). The Cost should be the product of the cost basis times the number of units.

Item	Service	Cost basis	Number of units	Cost
John Smith, Engineer	Conduct site evaluations, perform engineering studies, meet with station Board and prepare FCC applications	\$100 per hour	125 hours	\$12,500

**Pre-operational Expenses** may be claimed only by applicants for the establishment of facilities or the extension of service areas.

List all non-construction costs for which Federal funding is requested to support expenses incurred prior to commencing operations of a new facility or the expanded portion of an existing facility. Salaries of personnel employed by telecommunications entities now operating may **NOT** be included.

If line A6 is completed, attach pages which detail the requested costs.

NTIA regards its primary mandate to be funding the acquisition of equipment and only secondarily funding salaries, even when allowed by law. NTIA generally will not fund salary expenses, pre-application legal and engineering fees, or pre-operational expenses of new entities. Applicants wishing to demonstrate that "exceptional needs exist" should state their case with supporting documentation in the Program Narrative.

**A7. Total Eligible Project Costs.** Total the Equipment Cost shown on line A5 and Eligible Non-equipment Costs shown on line A6. Also, place this amount on page 1, line 14c.

**SECTION B: PROJECT FUNDING**

**Line B1. Federal Share Requested** (no more than 75% of Line A7, not even by 25 cents). Also, place this amount on page 1, line 14a.

Applicants should review the Notice of Availability of Funds for NTIA's policy regarding the usual Federal level of participation in different types of projects.

**Line B2. Applicant Share** - subtract B1 from A7. Also, place this amount on page 1, line 14b.

**Line B3. Ineligible Project Costs.** List costs that are necessary to complete the project, but that are ineligible for PTFP funding. (For example, the cost of constructing or renovating a transmitter building to house a PTFP-requested transmitter). If necessary, provide details in an attachment to page 3.

**Line B4. Total Applicant Funds.** Total of lines B2 and B3.

**Lines B5 -B9** Identify the proposed sources of funds for **both the local match (line B2) and to cover ineligible costs (line B3)**. Document the sources, as required, in an attachment.

**Line B8** If you enter information on line B8 (Fair market value of donated equipment), please be sure to provide the documentation required in the instruction under "Donated Equipment" on page 3a.

**PART II - BUDGET INFORMATION -- CONSTRUCTION GRANT APPLICANTS ONLY**

**A. PROJECT EXPENSES** **(whole dollars only)**

*Equipment Totals by Category*

A1. Total Category A – Dissemination \$ \_\_\_\_\_

A2. Total Category B – Origination \$ \_\_\_\_\_

A3. Total Category C – Interconnection \$ \_\_\_\_\_

A4. Total Category D – Test/Other \$ \_\_\_\_\_

A5. **Total Equipment (A1-A4)** \$ \_\_\_\_\_

A6. *Eligible Non-equipment Costs*  
(Enter total here, attach pages with detail) \$ \_\_\_\_\_

A7. **Total Eligible Project Costs** \$ \_\_\_\_\_  
(Add lines A5 and A6.)  
(Place amount in line 14c, page 1)

**B. PROJECT FUNDING**

B1. **Federal Share Requested** \$ \_\_\_\_\_  
(Not more than 75% of line A7)  
(Place amount in line 14a, page 1)

B2. **Applicant Share** \$ \_\_\_\_\_  
(Place amount in line 14b, page 1)

B3. *Ineligible Project Costs*  
(Enter total here, provide details in an attachment.) \$ \_\_\_\_\_

B4. **Total Applicant Funds (B2+B3)** \$ \_\_\_\_\_

*Sources of Applicant Funds on line B4*

B5. Applicant's Operating Budget \$ \_\_\_\_\_

B6. Applicant's Capital Budget \$ \_\_\_\_\_

B7. Anticipated Grants or Appropriations \$ \_\_\_\_\_

B8. Fair market value of donated equipment \$ \_\_\_\_\_

B9. Other sources (Specify in an attachment) \$ \_\_\_\_\_