

PART IV – BUDGET INFORMATION — PLANNING GRANT APPLICANTS ONLY		
PROJECT CLASS CATEGORIES		BUDGET
1. Personnel		\$
2. Fringe Benefits		\$
3. Travel		\$
4. Equipment		\$
5. Supplies		\$
6. Contractual		\$
7. Other - Specify:		\$
8. Indirect Costs		
9. <b>Total Eligible Project Costs</b> (lines 1-8) Place amount in line 14c, page 1		\$
10. <b>Federal Share Requested</b> Place amount in line 14a, page 1		\$
11. <b>Applicant Share</b> (line 9 less line 10) Place amount in line 14b, page 1		\$

### INSTRUCTIONS FOR PART IV – BUDGET INFORMATION - PLANNING GRANT APPLICANTS

**LINES 1 – 8:** All costs included in the proposed project should be broken down into the categories listed. Enter the amounts for each category on the appropriate line on the form

1. **Personnel.** List each employee, full-time equivalency, and payment.
2. **Fringe Benefits.** List fringe benefits and *method of calculating benefits*.
3. **Travel.** Break down travel into local and overnight, with projected areas of travel and costs.
4. **Equipment.** Equipment may include office equipment to support the planning function, but cannot include equipment to establish a telecommunications facility.
5. **Supplies.** List supplies projected to support the planning activity.
6. **Contractual.** List contractors, such as consultants, amount to be paid, and *basis for rate charged*.
7. **Other.** List any additional eligible expenses required to support the planning activity.
8. **Indirect costs.** Enter Indirect Costs charged to the project. Document the indirect rate in the Budget Narrative.

**Budget Detail.** You must also attach a budget detail that provides a line item breakdown of project costs within each budget category. See the following example, where each category is detailed by "Line Item", "Federal Support," Matching Support," and "Total."

Category	Line Item	Federal Support	Matching Support	Total
Contractual	Engineer to prepare FCC application	\$10,000	\$2,500	\$12,500
	Attorney to prepare FCC application	\$ 2,000	\$2,000	\$ 4 ,000
<b>Contractual Subtotal</b>		<b>\$12,000</b>	<b>\$4,500</b>	<b>\$16,500</b>

**Budget Narrative.** You must attach a budget narrative that provides sufficient explanation of each budget category in order to establish the need for the funds in each category, and the basis for figures used and how they were calculated, per the following example:

Engineer	Conduct site evaluations, perform engineering studies, meet with station Board and prepare FCC applications	125 hours	\$100 per hour	\$12,500
----------	---	-----------	----------------	----------

### PLANNING GRANT APPLICANTS SHOULD COMPLETE EXHIBIT A and attach a discussion regarding the source of local funds