***Appendix B***

**CT Department of Agriculture**

**Farm State Assistance For Enhancements (SAFE) Grant**

**BUDGET APPLICATION FORM**

For each budget category below, itemize what expenses grant funds will cover and what expenses cash matching funds will cover. If there are no expenses for a particular category please note with a N/A.

*BUDGET DEFINATIONS*

***Equipment*.** Itemize equipment to be purchased and the intended use.

***Rental of equipment*** to complete the project (cement mixers, rollers, other heavy duty equipment) is allowed and must be described.

\*\*NOTE: If you’re hiring a contractor and they are renting the necessary equipment to do the work and the expenses are included in the full cost/estimate provided by the contractor, do not break up the contractors estimate into the various budget categories. The contractor’s full cost/estimate should be listed in the *Consultant/Contractual* category.

***Materials and Supplies*.** Provide an itemize list of projected supply expenditures.

\*\*NOTE: If you’re hiring an electrician, plumber, etc. and they are purchasing the materials/supplies to do the work (wires, outlets, etc. etc.) list the full cost/estimate provided by the contractor, do not break up the contractors estimate into the various budget categories. The contractor’s full cost/estimate should be listed in the *Consultant/Contractual* category.

***Contractual/ Consultant*.** These are expenses associated with procuring services performed by an individual or organization other than the applicant. Each contractor (if more than one) must be described separately. Provide a short description of contractual services.

***Other Costs.*** Provide an itemized, detailed descriptions of other costs not included in the previous categories

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Grant Funds Requested** | **Cash Match by Applicant** | **Total Cost** |
| **Equipment** |  |  |  |
| **Rental of Equipment** |  |  |  |
| **Materials and Supplies** |  |  |  |
| **Contractual/Consultant** |  |  |  |
| **Other Costs** |  |  |  |
| ***Project Total*** |  |  |  |