*Appendix B: Budget Application Form*

**2019 Farm Viability Grant**

**For each budget category below, attach a separate page/document itemizing the expenses grant funds will cover and what expenses matching funds will cover.** If there are no expenses for a particular category please note with a N/A. (Please do not have each budget category be a separate document – one document with each budget category explained is preferred.)

**Applicant Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*BUDGET DEFINITIONS*

***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 do not break up the contractors estimate into the various budget categories. The contractor’s full cost/estimate should be listed as one item in the *Consultant/Contractual* category.

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

\*\*NOTE: If you’re hiring a contractor do not break up the contractor’s estimate into the various budget categories. The contractor’s full cost/estimate should be listed as one entry 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/consultant (if more than one) must be described separately. Provide a short description of contractual services.

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

*Additional documentation supporting your expenses will increase the competitiveness of your submission and are the only items which can be provided as PDF documents.*