Appendix B: Budget Application Form

**2020 Farm Transition Grant**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Grant Funds Requested**  | **Cash 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*

***Salaries.*** Employees paid to work on the project are an eligible match. Grant funds cannot be used to pay owners or employees to complete the project. Justification will be required in the final report.

***Fringe.*** Employees paid to work on the project are an eligible match. Grant funds cannot be used to pay owners or employees to complete the project. Justification will be required in the final report.

***Equipment*.** Equipment to be purchased per the project. Attaching quotes to justify the expense is highly recommended.

***\*Rental of equipment.*** Rented equipment required to complete the project (rollers, heavy duty equipment).

***\*Materials and Supplies*.** A list of materials and supplies required for the project.

***Contractual/Consultant*.** Expenses associated with procuring services performed by an individual or organization other than the applicant. If more than one, each contractor/consultant hired must be described separately. Attaching quotes to justify the expense is highly recommended.

***Other Costs.*** A list, with descriptions, of each item listed as "Other Costs"

*Additional page(s) itemizing the budget are required.*

\*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.