

## Budget Detail Directions

### 1. Complete Project Information

- Fill in Project/Organization, Project Title, Project Director, Address, Dates, and Phone Number at the top of the sheet.

### 2. Enter Budget Amounts

- Enter the **total budget amount** approved for your project.
- Once you decide how funds will be split between the two project periods, enter the amounts under:
  - *October – June*
  - *July – September*

### 3. Indirect Costs

- Do not enter indirect costs manually. They will be calculated automatically.

### 4. Enter Line Item Amounts

- For each budget line item (Travel, Salaries/Wages, etc.), enter the appropriate amounts in the budget period columns.
- Check that the totals align with the overall project budget.

### 5. Review and Submit

- Confirm that all required fields are filled in.
- Double-check totals.
- Submit the completed form with your application packet.

Updated September 2025.