

Communities for Immunity Budget Template

Please use the following Budget Template as a guide as you put together your application materials. A budget spreadsheet (downloadable Excel file) for you to complete is provided in the application form.

Allowable expenses include, but are not limited to: materials, production costs, stipends for community partners, and staff time. Note that this award does not cover capital expenditures, alcoholic beverages, or admission fees. Awards of \$10,000 and less may not include indirect or overhead costs; awards of greater than \$10,000 may include indirect costs at the organization's current Federally negotiated rate, or at the *de minimis* rate of 10%.

If your plan includes programmatic components, they should be provided at no cost to participants. Programs that are free with paid admission are acceptable.

Do not include any elements that are being paid for by funding from other sources, only what these grant funds would be used for.

As an award recipient, your budget must follow the cost principles of [2 C.F.R. part 200](#).

Template

Name of Organization

Expense Category	Amount	Explanation
Staff (list individually)		
Materials (list individually)		
Other		
Total	\$0.00	

Example

Name of Organization

Expense Category	Amount	Explanation
Staffmember 1	\$200.00	Modifies existing resources
Staffmember 2	\$200.00	Distributes resources
Staffmember 3	\$200.00	Distributes resources
Staffmember 4	\$200.00	Distributes resources
Staffmember 5	\$200.00	Distributes resources
Materials (ink)	\$250.00	Ink to print informational materials.
Materials (paper)	\$250.00	Paper for informational materials.
Other	\$0.00	
Total	\$1,500.00	