**BUDGET WORKSHEET INSTRUCTIONS**

Enter the FY24 grant number and the agency name on the top row.

To add additional rows for a category, “hover” the cursor at the left margin of the grid and a + sign will appear. Click the + to add a row.

Enter the entire 12 month budget according to categories and line items. Not all expenses included in the application may be approved. **Non-allowable** items include but are not limited to:

Rent

Telephone

Utilities

Advertising/Graphic Design

Internet service/Website costs

Audits

Training and Consultants are evaluated on a case by case basis.

**Personnel**

For each requested position, list the job title and the staff person’s name in the appropriate labeled column. In the Amount column, list the amount of VCVA funding for that position. Follow the same pattern for Fringe Benefits, if requesting this line item.

**Travel**

Include amounts for Staff Travel and Client Travel. Explain in the Description and Details column how you anticipate these funds to be used.

**Supplies**

Include amounts for supplies. Explain in the Description and Details column how you anticipate these funds to be used.

**Contractual**

Include any contractual services requested in the application. Explain in the Description and Details column how you anticipate these funds to be used. Contractual services are reviewed for compliance with the program objectives and the Administrative Rules.

**Other**

List any requests that do not seem to fit in the listed categories. Explain in the Description and Details column how you anticipate these funds to be used All items in this category are reviewed for compliance with the program objectives and the Administrative Rules.

**Printing**

Include any printing requests in the application. Explain in the Description and Details column how you anticipate these funds to be used All items in this category are reviewed for compliance with the program objectives and the Administrative Rules.

**Training**

Limited funds are available for training. Explain in the Description and Details column how you anticipate these funds to be used All items in this category are reviewed for compliance with the program objectives and the Administrative Rules.