

**Direct Service Grant: Budget Sample\***

**Doing Good for the Elderly, Inc.  
Doing Good Nutrition Education Program**

	<b>Project Budget</b>	<b>Other Funding Sources</b>	<b>Budget Items Requested from RRF</b>
<b>Direct Personnel Expenses</b>			
Program Director 100% FTE	\$50,000	\$15,000	\$35,000
Executive Director 5% FTE	\$10,000	\$10,000	\$0
Employee Benefits @ 20%	\$12,000	\$5,000	\$7,000
<b><i>Sub-Total Personnel</i></b>	<b>\$72,000</b>	<b>\$30,000</b>	<b>\$42,000</b>
<b>Other Direct Expenses</b>			
Consultant Fees - Evaluator	\$15,000	\$12,000	\$3,000
Program Supplies/Materials	\$5,000	\$4,000	\$1,000
Travel	\$2,000	\$1,000	\$1,000
Additional Direct Expenses as needed			
<b><i>Sub-Total Other</i></b>	<b>\$22,000</b>	<b>\$17,000</b>	<b>\$5,000</b>
<b>TOTAL DIRECT EXPENSES</b> (Personnel + Other Direct Expenses)	<b>\$94,000</b>	<b>\$47,000</b>	<b>\$47,000</b>
<b>Indirect Expense</b> (10% of Total Direct Expenses or itemized indirect expenses)	\$9,400	\$4,700	\$4,700
<b>GRAND TOTAL</b>	<b>\$103,400</b>	<b>\$51,700</b>	<b>\$51,700</b>

\*Note: This sample is for illustrative purposes only and can be changed as needed.  
Feel free to use this, or any other format that is appropriate for your project.