Tier 2 & Tier 3 Required Budget Template Directi[redacted]GM

Directions: Before working on the budget, please read the instructions on the Printable Budget Directions and review the Example Budget. Only use the Fillable Budget Template to submit your project budget information. Remember that developing federal budgets is not intuitive o[redacted] GreatlakesTCGM.org for resources and support. Please provide the budget breakdown to the best of your abilities. If you are awarded a TCGM grant, a Program Officer will work to update and finalize the budget to ensure it aligns with both your workplan and EPA requirements. Budget category examples in red are provided for your reference. Only allocate funds to the categories that apply to your specific project expenses

Printable: Line Item Budget Directions for Tier 2 & Tier 3 Grant Applications

Do NOT attempt to fill out this version of the budget.

This is simply a printable guide for easy reference to Directions.

Please submit your information via the Fillable Budget Template on the next tab.

To Print: Set orientation to landscape mode.

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Budget Category	Directions
Personnel	
	This category is only for staff employed by the Lead Applicant (not partners) that will be allocating time to this project. Please include the estimated total dollar amounts for the time you expect that each staff will spend on this proposed project. Eligible staff include Executive Directors, Finance/Accounting staff, Program staff, Communications staff, and Administrative support staff. In the Budget Narrative column, provide a brief description of each role and the estimated average percentage of time that will be spent on this project.
Fringe Benefits	If you enter the Fringe Rate, your Fringe Benefit totals will automatically calculate.
Travel	
Hotel	Estimate your total travel expenses for each category: Hotel, Airfare, Trains/Public Transportation/Mileage/Per Diem Food and Miscellaneous costs (gsa.gov/travel/plan-book/per-diem-rates). In the Budget Narrative column, provide details regarding how you arrived at these numbers (e.g., 2 round trip drives from Ann Arbor to Lansing totaling 260 miles paid at .67/mile).
Airfare	
Trains/Public Transportation	
Mileage	
Per Diem (daily travel expenses)	

Supplies (<=$9,999.99 per unit)	
Office hardware: Computers, printers, etc.	List the total of all supplies that cost less than $10,000 per unit. This can include, but is not limited to, Computers, Workstations, Off-site printing (e.g. pamphlets, reports, banners), Program Supplies (e.g. painting supplies, gardening supplies, books or textbooks, rain barrels, solar-powered lights, etc.) and Office Supplies (such as pens, pencils notepads, etc.). In the Budget Narrative column, briefly note the expected number of units you will purchase (e.g., 6 computers) and cost per unit. If the total numbers in column D (#of units X price per unit) is between $10,000 - $250,000 it will require following simplified procurement policies. You must show that you've obtained at least 3 bids and explain your choice. You need not choose the lowest-cost option, as long as you have a reasonable rationale behind your choice.
Furniture (e.g. tables, chairs, cabinets, etc.)	
Off-site Printing	
Office Supplies	
Program Supplies	
Other	
Contractual	
Financial/accounting services	Each contract that totals between $10,000 - $250,000 will require following simplified procurement policies as explained in G27. You must consider the total cost of contracts that are expected to be renewed during the grant period. Note that some construction costs undertaken on a contractual basis are not allowable as indirect costs. Further details and support will be provided if you are awarded a TCGM grant.
Catered light refreshments	
Meeting space rental	
Construction	
	List ALL costs related to construction here (including personnel, contractors, supplies, etc.). All purchases and contracts between $10,000 - $250,000 will require following simplified procurement policies as explained in G27. Further details and support will be provided if you are awarded a TCGM grant.
Partner Subawards	
	Subawards are only for eligible entities that are entering this project as partners. For-profits and other non-eligible partner entities must be listed under contractual. Also, please note that you will be held accountable for ensuring partners spend their TCGM grant dollars in accordance with EPA requirements. Be prepared to ask your partners to present a budget in this format to approve and for future tracking purposes.

Max Indirect Charges Allowed	This spreadsheet automatically calculates the 15% de minimis indirect cost rate for what the EPA accepts as direct costs: personnel, travel, contractual, supplies, construction, and portions of Partner Subawards. Please adjust the formula in cell G56 to reflect your Federally-negotiated and approved rate, if you have one. If you intend to make Partner Subawards, please reach out to GreatLakesTCGM@mplsfoundation.org for help in calculating your indirect cost rate. The calculation is 15% (or your negotiated federal rate) multiplied by the total cost of each subaward up to $50,000 and no more than $50,000 for each subaward greater than that amount. See [redacted] for the practical application. Visit GreatlakesTCGM.org for resources [redacted]port.
Indirect Charges Taken	

Other	
Land Purchase	List everything that does not fall into one of the categories above. This includes rental costs, subscription services, and light refreshments for special events or gatherings that you purchase yourself. Due to EPA requirements, TCGM grants cannot be used to pay for meals - only light refreshments (this includes, but is not limited to, bagels, non-alcoholic drinks, chips and dip, fruits and vegetables, etc.).
Total rental costs (equipment, office space leases, program space leases, etc. but excluding limited-time venue rental, which falls into contractual.)	
Light refreshments purchased directly	
Subscriptions (e.g., Microsoft Office, MailChimp, QuickBooks)	
Other	

Equipment (>=$10,000 per unit)	
	All equipment purchases between $10,000 - $250,000 will require following simplified procurement policies as explained in G27. Further details and support will be provided if you are awarded a TCGM grant.

Total Project Cost	It is okay if your total doesn't equal exactly the requested amount. Get as close as you can. If awarded a grant, your Program Officer will work with you to adjust the budget so it equals the total awarded amount.

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Fillable Line Item Budget for Tier 2 & Tier 3 Grant Applications

Enter Organization Name

Enter Requested Amount

Enter Proposed Grant Period (m/d/y - m/d/y)

To Print: Set Orientation to Landscape Mode. (Directions are provided for your guidance and will not show up in printed format)

Budget Category	Year 1	Year 2	Requested Funds	Budget Narrative
Personnel				
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
Total	$0.00	$0.00	$0.00	
Fringe Benefits	$0.00	$0.00	$0.00	Enter Fringe % ->
Travel				
Hotel			$0.00	
Airfare			$0.00	
Trains/Public Transportation			$0.00	
Mileage expense (total # of miles x .67)			$0.00	
Per Diem (daily travel expenses)			$0.00	
Total	$0.00	$0.00	$0.00	
Supplies (<=$9,999.99 per unit)				
Office hardware: Computers, printers, etc.			$0.00	
Furniture (e.g. tables, chairs, cabinets, etc.)			$0.00	
Off-site Printing			$0.00	
Office Supplies			$0.00	
Program Supplies			$0.00	

Other			$0.00	
Total	$0.00	$0.00	$0.00	

Contractual				
Financial/accounting services			$0.00	
Catered light refreshments			$0.00	
Meeting space rental			$0.00	
			$0.00	
Total	$0.00	$0.00	$0.00	

Construction				
			$0.00	
			$0.00	
			$0.00	
Total	$0.00	$0.00	$0.00	

Partner Subawards				
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
Total	$0.00	$0.00	$0.00	

	Max Indirect Charges Allowed	$0.00	
	Indirect Charges Taken	$0.00	You may choose take less than the allowable amount.

Other				
Land purchase			$0.00	

Total rental costs (equipment, office space leases, program space leases, etc. but excluding limited-time venue rental, which falls into contractual.)			$0.00	
Light refreshments purchased directly			$0.00	
Subscriptions (e.g., Microsoft Office, MailChimp, QuickBooks)				
Other				
Total	**$0.00**	**$0.00**	**$0.00**	

Equipment (>=$10,000 per unit)				
			$0.00	
			$0.00	
			$0.00	
Total	**$0.00**	**$0.00**	**$0.00**	

		Total Project Cost	**$0.00**	

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EXAMPLE Line Item Budget for Tier 2 & Tier 3 Grant Applications

The Minneapolis Foundation

$350,000.00

October 1, 2024 - September 30, 2026

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Budget Category	Year 1	Year 2	Requested Funds	Budget Narrative	
Personnel					
Executive Director	$10,000.00	$10,300.00	**$20,300.00**	$100k salary, allocates 10% of time over 2 years to oversee project . Year 2 includes 3% cost of living increase.	
Program Director	$75,000.00	$77,250.00	**$152,250.00**	100% of time over 2 years to manage and implement project. Year 2 includes 3% Cost of Living increase.	
			$0.00		
			$0.00		
			$0.00		
			$0.00		
Total	**$85,000.00**	**$87,550.00**	**$172,550.00**		
Fringe Benefits	**$21,250.00**	**$21,887.50**	**$43,137.50**	**Enter Fringe % ->**	**25%**
Travel					
Hotel			**$0.00**		
Airfare			**$0.00**		
Trains/Public Transportation			**$0.00**		
Mileage expense (total # of miles x .67)			**$0.00**		
Per Diem (daily food and travel expenses)			**$0.00**		
Total	**$0.00**	**$0.00**	**$0.00**		

Supplies (<=$9,999.99 per unit)				
Office hardware: Computers, printers, etc.	$2,500.00		**$2,500.00**	Buying 1 laptop at $2.5K a unit, for new staff
Furniture (e.g. tables, chairs, cabinets, etc.)			**$0.00**	
Off-site Printing		$500.00	**$500.00**	Printed materials for community meeting (handouts, posters, etc.)
Office Supplies			**$0.00**	
Program Supplies		$500.00	**$500.00**	Books and materials for trainings and workshops
Other			**$0.00**	
Total	**$2,500.00**	**$1,000.00**	**$3,500.00**	
Contractual				
Financial/accounting services	$5,000.00	$5,000.00	**$10,000.00**	Contract with accounting firm to manage cash flow and grant draw-downs
Catered light refreshments			**$0.00**	
Meeting space rental		$3,000.00	**$3,000.00**	Community meeting to share information from the project
			$0.00	
Total	**$5,000.00**	**$8,000.00**	**$13,000.00**	
Construction				
			$0.00	
			$0.00	
			$0.00	
Total	**$0.00**	**$0.00**	**$0.00**	
Partner Subawards				
Neighborhood Church	$40,000.00	$20,000.00	**$60,000.00**	For Community Outreach over 2 years
Neighborhood EJ Group	$10,000.00	$5,000.00	**$15,000.00**	Support with program development for first year
			$0.00	
			$0.00	
			$0.00	
Total	**$0.00**	**$0.00**	**$75,000.00**	

		Max Indirect Charges Allowed	$44,578.13	
		Indirect Charges Taken	$44,578.13	You may choose take less than the allowable amount.

Other				
Land purchase			**$0.00**	
Total rental costs (equipment, office space leases, program space leases, etc. but excluding limited-time venue rental, which falls into contractual.)			**$0.00**	
Light refreshments purchased directly		$837.73	**$837.73**	
Subscriptions (e.g., Microsoft Office, MailChimp, QuickBooks)				
Other				
Total	**$0.00**	**$837.73**	**$837.73**	

Equipment (>=$10,000 per unit)				
			$0.00	
			$0.00	
			$0.00	
Total	**$0.00**	**$0.00**	**$0.00**	

	Total Project Cost	**$352,603.36**