**Budget Form**

Complete the Budget Form below. The expense categories below are examples. You are not required to use all expense categories and may add additional expense categories as needed. Industry Partnership proposals require a match a private sector match of at least 25 percent. Align the Budget Form to your application. Use additional pages as needed.

As a reminder, every line item included on this budget for requires corresponding narrative explanation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Total Request** | **Match** | **Total Expenses** |
| Administrative[[1]](#footnote-1) |  |  |  |
|  Salaries |  |  |  |
|  Fringe Benefits |  |  |  |
|  Operations (e.g. travel, postage, printing, etc.) |  |  |  |
|  Communications[[2]](#footnote-2) |  |  |  |
| Program[[3]](#footnote-3) |  |  |  |
|  Salaries |  |  |  |
|  Fringe Benefits |  |  |  |
|  Direct Educational Services |  |  |  |
|  Direct Workforce Services |  |  |  |
|  Curriculum Development |  |  |  |
|  Testing and Instructional Materials |  |  |  |
|  Outreach/Recruitment |  |  |  |
|  Support Services |  |  |  |
| Other |  |  |  |
|  Contracted Services - Specify |  |  |  |
|  Other Expense – Specify |  |  |  |
| Total Expenses |  |  |  |

1. Administrative costs cannot exceed 10 percent of total PAsmart funds requested. Administrative costs are solely those that relate to the contractual/fiscal components of the grant (e.g. contracts, purchasing, invoice processing, etc.) [↑](#footnote-ref-1)
2. Communications includes phone, fax, internet, etc. [↑](#footnote-ref-2)
3. Program costs, specifically those related to salaries and fringe benefits, are those directly related to execution of the grant activities outlined in the application. [↑](#footnote-ref-3)