**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. Next Generation Industry Partnership proposals require a match: grants require a 100 percent match, with a private sector cash match of at least 25 percent. Align the Budget Form to your application. Use additional pages as needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Notes** | **Expense** | **PAsmart****Year One**2/1/2020 to 6/30/2020 | **PAsmart****Year Two**7/1/2020 to 6/30/2021 | **Match** | **Total Expenses** |
| **Administration[[1]](#footnote-1)** |
|  | Salaries  | $ | $ | $ | $ |
|  | Fringe Benefits | $ | $ | $ | $ |
|  | Operations (e.g. travel, postage, printing, office supplies, etc.)[[2]](#footnote-2) | $ | $ | $ | $ |
|  | Communications[[3]](#footnote-3) | $ | $ | $ | $ |
| **Program** |
|  | Direct Educational Services | $ | $ | $ | $ |
|  | Direct Workforce Services | $ | $ | $ | $ |
|  | Curriculum Development  | $ | $ | $ | $ |
|  | Testing and Instructional Materials | $ | $ | $ | $ |
|  | Outreach/Recruitment | $ | $ | $ | $ |
|  | Support Services | $ | $ | $ | $ |
| **Other** |
|  | Contracted Services - Specify | $ | $ | $ | $ |
|  | Other Expenses - Specify | $ | $ | $ | $ |
| **Total Expenses** | $ | $ | $ | $ |

1. Administrative costs cannot exceed 10 percent of total PAsmart funds requested. [↑](#footnote-ref-1)
2. Define allowable operational expenses. [↑](#footnote-ref-2)
3. Communications includes phone, fax, internet, etc. [↑](#footnote-ref-3)