**New Mexico Public Education Department**

**College and Career Readiness**

**Work-Based Learning Initiative**

**Budget**

**Program Funding Approved/Disapproved**

Application Manger: Date:\_  Approved  Disapproved

NOTE: This budget form must contain details of all expenses to be paid with awarded funds for activities implemented for the Work-Based Learning Initiative (WBLI) in the grant year. The purpose of this budget sheet is to capture proposed expenditures. An example could be professional development, conference attendance, etc.

**Applicant Name : Total Budget Requested:** $

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| --- | --- | --- | --- | --- | --- |
| **ITEM** | **CODE** | **EXPLANATION** | | | **ITEM TOTALS** |
| **Salaries**: Includes anticipated expenditures for salaries or personnel performing direct services for a project. Salaries may not be paid on any contract in excess of that which has been paid to the person in  performance of their regular responsibilities and/or a salary commensurate with that received by a person for similar responsibilities. Include name, job title, total salary and percentage of time devoted to the project activity. | | | | | (Use Enter key to  expand cells below.) |
| **Professional Salaries** | 0.110 | Type your detailed information in these areas for each budget item. Information should be entered in list format rather than paragraph format. | | | $ |
| **Grad Assts or Aides** | 0.120 |  | | |  |
| **Technicians** | 0.130 |  | | | $ |
| **Secretarial/ Clerical** | 0.140 |  | | | $ |
| **Other Salaries** | 0.150 |  | | | $ |
|  | | | | TOTAL SALARIES: | $ |
| **Benefits**: An itemized breakdown of fringe benefit costs must be included for each staff member. Fringe benefits are considered as those additional to regular salary, which are received by all employees.  They will generally include such items as insurance (life and health), retirement, and social security. | | | | |  |
| **Employee Benefits** | 0.200 |  | | | $ |
|  | | | | TOTAL BENEFITS: | $ |
| **Purchased Services**: Expenditures include anticipated expenditures for services rendered by a company, person or other educational agency or institution that are not available within the capabilities of  the participating agency. Individuals performing contractual services are eligible to receive consulting fees and per diem at prevailing state rates. Any equipment rented for use during the term of the contract is considered a contractual service. Consultant travel should be itemized under this category. Professional development registration fees are included in this item. | | | | |  |
| **Purchased Services** | 0.300 |  | | | $ |
|  | | | TOTAL PURCHASED SERVICES: | | $ |
| **Supplies and Materials**: Expenditures refer to a consumable item of which the item cost is less than $5,000.00. | | | | |  |
| **Supplies/Materials** | 0.400 |  | | | $ |
|  | | | TOTAL SUPPLIES & MATERIALS: | | $ |

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| **ITEM** | **CODE** | **EXPLANATION** | | | **ITEM TOTALS** |
| **Travel**: Itemize all anticipated project staff travel using prevailing state rates or the applicant’s agency rate, whichever is lower; include mileage, per diem, lodging, estimated tolls and parking for named  travelers, including title of traveler. No out-of-state travel is authorized unless approved as part of the original application and only if it has a direct relationship to the stated WBLI. | | | | |  |
| **Travel** | 0.500 |  | | | $ |
|  | | | | TOTAL TRAVEL: | $ |
| **Equipment** is defined as an article of tangible property having a useful life of more than one year and a unit cost of $5,000.00 or more. All equipment assets should be itemized so that the CCR staff is  aware of the types required and their respective use to accomplish the objectives of the project. Equipment cost may include postage and/or transportation fees, but may not include any handling fees or surcharges made by the grantee. Unless software is purchased as part of an equipment package, all software should be purchased under supplies and materials. Form for prior approval, PED Equipment Over $5,000 Approval must be submitted prior to encumbering funds. | | | | |  |
| **Equipment** | 0.700 |  | | | $ |
|  | | | TOTAL EQUIPMENT: | | $ |
|  | | | PROGRAM TOTAL: | | $ |