

California State Library  
Library Development Services  
**Grant / Award Budget Form**

**IMPORTANT:** Each budget category on this form includes help text which highlights selected important guidance relating to each category. The help text does not include all budget instructions. For complete budget guidelines and information, please refer to the Application Instructions on the [Sustainability Grant Page](#)

**SALARIES, WAGES, AND BENEFITS**

Include FTEs for every position included in this budget category. For more information on FTEs, including how to calculate, see application instructions.

Expense	Grant Funds Requested	Cash Match & In-Kind	Total
Library Assistant 1 to process 'Library of Things' materials for circulation	\$1,335		\$1,335
			\$0
			\$0
Director of Library Services (50 hrs in-kind) \$100.86/hr x 50 hrs, (.024 FTE)		\$5,043	\$5,043
			\$0
Senior Library Assistant (50 hrs in-kind) \$33.55/hr x 50 hrs. (.026FTE)		\$1,678	\$1,678
			\$0
Salaries, Wages, and Benefits Subtotal:	<b>\$1,335</b>	<b>\$6,721</b>	<b>\$8,056</b>

**Salaries, Wages, and Benefits Description:**

Salary \$15.50 x 80 hours = #1,240,	FICA
\$18.73 (20hrs) x4 = \$74.92	Medicare
4.38 (20 hrs) x4 = \$17.52	State Unemp.
.63 (20 hrs) x 4 = \$2.52	

**CONSULTANT FEES**

Contracted service providers who will provide consulting services for the project must be listed in this category. Include name of each consultant or name of each consultant's firm. If an individual will be providing consulting services AND other services, that individual shall be listed in both the Consultant Fees category and the Services category. Only budget category-specific expenses shall be listed in each budget category (e.g. if a project plans to contract with one individual to provide consulting services in addition to project management services, an individual's consulting time cost estimate shall be listed in the Consultant Fees category and that same individual's Project Manager cost estimate shall be listed in the Services category).

Expense	Grant Funds Requested	Cash Match & In-Kind	Total
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Consultant Fees Subtotal:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Consultant Fees Description:**



			\$0
			\$0
Equipment Subtotal:	\$0	\$0	\$0

<b>Equipment Description:</b>			
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**SERVICES**  
 Include all costs for individuals contracted to manage and/or implement project activities. If the proposed project includes subscription or license costs, these must be included in this category.  
 Note: Federal award funds cannot be used to fund portions of contracts that fall outside of and/or extend beyond the project period.

Expense	Grant Funds Requested	Cash Match & In-Kind	Total
Library of Things' Engraving and marking	\$1,500		\$1,500
			\$0
Design for outreach brochures and bookmarks	\$1,000		\$1,000
			\$0
Program and Workshop Facilitator for 6 workshops and Teen Leadership Book Club	\$2,500		\$2,500
			\$0
			\$0
Services Subtotal:	\$5,000	\$0	\$5,000

<b>Services Description:</b>			
Funds will be used to engrave and label resources. The library does not have this equipment. The library will design and print outreach materials to promote the program. Funds will be used enter agreements with Program facilitators for 6 sustainability and self-sufficiency workshops. Funds will be used to pay facilitator for leading Teen Leadership Book Club			

**INDIRECT COSTS**  
 An indirect cost is the applicant's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization. Applicants may choose to:
 

- Not request any indirect costs;
- Use a current approved indirect cost rate with a federal agency or one pending review to be approved by the project start date (applicants choosing this option must attach supporting documentation to application); or
- Use an indirect cost rate not to exceed 10% of modified total direct costs (MTDC). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subcontracts up to the first \$25,000 of each subcontract.

Indirect cost rate applied (%):			
	Grant Funds Requested	Cash Match & In-Kind	Total
Indirect Costs Total:			\$0

**Indirect Costs Description** (please include a detailed breakdown of your indirect cost calculation):

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GRAND TOTAL			
	Grant Funds Requested	Cash Match & In-Kind	Total
Grand Total:	<b>\$17,835</b>	<b>\$6,721</b>	<b>\$24,556</b>