

Instructions for the Budget Grant Form:	
Item	Entry
1.	Grant Application: Select from the drop down list the applicable grant that is being applied for. To view current Iowa Workforce Development grant opportunities please visit:
2.	Applicant Information: Please enter the following, note all of these fields are required:
	a. Organization Name: Enter the organization or entity name, this will be the recipient that funds are paid out to. NOTE: Organization Name should match the name reported on Line 1 or Line 2 of the W-9.
	b. Employer / Taxpayer Identification Number (EIN / TIN): Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. NOTE: EIN / TIN should match the EIN / TIN reported on Part 1 of the W-9.
	c. Address: Enter Street, City, State, and Zip Code of the organization. NOTE: Address information should match Line 5 and Line 6 of the W-9.
	d. Contact Information: This should identify the primary contact responsible for the grant. Questions related to project or program will be directed to the individual listed. All fields within the Contact Information Section need to be completed.
3.	Proposed Project: Please enter the following, note all of these fields are required:
	a. Start Date and End Date: List the approximate start date the program or project will begin and the approximate end date the project or program will end.
	b. Estimated Participant Information: Enter the estimated number of participants or individuals that will benefit from the proposed project or program. NOTE: Cost per Participant will automatically calculate when participant numbers and Budget Proposal Section is completed.

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4.	<p>Budget Proposal: Identify expenses associated with the proposed project or program. Expenses may be exact or estimate. Expense categories may be used more than once, and some expense categories may not be used at all. Note all of the following fields are required for each category selected:</p>																
	<p>(A) Cost Category: Select from the drop down list the applicable cost category. Cost categories are defined below. NOTE: Examples are for illustrative purposes and do not represent an exhaustive list of allowable expenses.</p>																
	<table border="1"> <thead> <tr> <th data-bbox="797 535 1096 579">Cost Category</th> <th data-bbox="1096 535 1477 579">Definition and Examples</th> </tr> </thead> <tbody> <tr> <td data-bbox="797 579 1096 758">Participant Support Costs</td> <td data-bbox="1096 579 1477 758">These are costs needed to support participants enrolled in the project or program. This also includes supportive services to allow participant enrollment and participation. Examples are tuition, stipends, child care assistance.</td> </tr> <tr> <td data-bbox="797 758 1096 1041">Program / Project Supplies & Materials</td> <td data-bbox="1096 758 1477 1041">This category reflects supplies and materials needed by participants to enroll or participate in the proposed project or program. Examples are uniforms, tools, medical supplies, or computer equipment. Expenses reported in this category should be specifically needed for participants. NOTE: Items that exceed \$5,000 should be reported in the Equipment category.</td> </tr> <tr> <td data-bbox="797 1041 1096 1157">Travel</td> <td data-bbox="1096 1041 1477 1157">This category reflects any expenses related to travel. Examples of expenses are hotel, mileage reimbursement, meals, registration fees, airfare.</td> </tr> <tr> <td data-bbox="797 1157 1096 1297">Program Coordination</td> <td data-bbox="1096 1157 1477 1297">Applicants are allowed to request up to 20% of the total cost of the project (up to 20,000) to cover the cost of program coordination. This do not include general administrative expenses - the expense must be explained and directly related</td> </tr> <tr> <td data-bbox="797 1297 1096 1413">Training</td> <td data-bbox="1096 1297 1477 1413">Any expense related to instructor training for project or program staff, or instructor expenses for participant training.</td> </tr> <tr> <td data-bbox="797 1413 1096 1528">Administrative Salary</td> <td data-bbox="1096 1413 1477 1528">If administrative expenses are allowable, identify staff and percentage assigned to the program or project.</td> </tr> <tr> <td data-bbox="797 1528 1096 1740"></td> <td data-bbox="1096 1528 1477 1740"></td> </tr> </tbody> </table>	Cost Category	Definition and Examples	Participant Support Costs	These are costs needed to support participants enrolled in the project or program. This also includes supportive services to allow participant enrollment and participation. Examples are tuition, stipends, child care assistance.	Program / Project Supplies & Materials	This category reflects supplies and materials needed by participants to enroll or participate in the proposed project or program. Examples are uniforms, tools, medical supplies, or computer equipment. Expenses reported in this category should be specifically needed for participants. NOTE: Items that exceed \$5,000 should be reported in the Equipment category.	Travel	This category reflects any expenses related to travel. Examples of expenses are hotel, mileage reimbursement, meals, registration fees, airfare.	Program Coordination	Applicants are allowed to request up to 20% of the total cost of the project (up to 20,000) to cover the cost of program coordination. This do not include general administrative expenses - the expense must be explained and directly related	Training	Any expense related to instructor training for project or program staff, or instructor expenses for participant training.	Administrative Salary	If administrative expenses are allowable, identify staff and percentage assigned to the program or project.		
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