

Sample Project Budget Acquisition & Development Application

The Budget Items in the Project Budget should describe the proposed work in such a way that grants staff and the Grant Review Panel or Florida Historical Commission can evaluate its compatibility with the preservation objectives of the Historic Preservation Grant Program and the applicable preservation standards. *Note: Budgets itemized with Construction Specifications Institute (CSI) divisions are not considered appropriate for this purpose because these division categories are not sufficiently descriptive of the intent of the work. Typical CSI division categories include: metals, masonry, thermal and moisture protection, finishes and specialties.* Compare these with the more descriptive examples shown below.

a) Project Budget

Work Item	Description	Grant Funds	Match Type	Match Value	Sub-Total
1.	Architectural planning – through construction documents	\$18,000.00	In-kind A&E svcs	\$6,000.00	\$24,000.00
2.	Demolition (existing non-historic kitchen & bath additions)	\$11,500.00	Cash	\$28,500.00	\$40,000.00
3.	Removal of non-historic interior finishes	\$0.00	Volunteer labor	\$6,500.00	\$6,500.00
4.	Reroofing with metal shingle roofing matching original	\$33,000.00		\$0.00	\$33,000.00
5.	Restoration of original masonry chimneys and fireplaces	\$34,000.00		\$0.00	\$34,000.00
6.	Foundation stabilization – sill repairs, brick pier repair	\$13,500.00		\$0.00	\$13,500.00
7.	Repair original siding, replace deteriorated siding	\$0.00	Volunteer labor	\$8,500.00	\$8,500.00
8.	New wood siding matching historic material (for replacement above)	\$0.00	Donated materials	\$2,000.00	\$2,000.00
9.	Restore existing exterior doors and trim	\$12,000.00		\$0.00	\$12,000.00
10.	Restore existing windows	\$0.00	In-kind carpenter	\$7,000.00	\$7,000.00
11.	Reconstruct porch and wood steps to match original features	\$32,000.00		\$0.00	\$32,000.00
12.	Termite treatment	\$0.00	Cash	\$8,000.00	\$8,000.00
13.	Project administration (5%)	\$0.00	In-kind admin.	\$11,000.00	\$11,000.00
Total		\$154,000.00		\$77,500.00	\$231,500.00

Note: Totals must be the same as the corresponding amounts indicated in Questions 4a, 4b and 15.

Sample Project Budget Archaeological Excavation Application

a) Project Budget

Work Item	Description	Grant Funds	Match Type	Match Value	Sub-Total
1.	Archaeological field work	\$0.00	Cash - PI salary/benefits	\$25,656.00	\$25,656.00
2.	Archaeological field work	\$0.00	Volunteer Labor	\$12,760.00	\$12,760.00
2.	Travel for field work	\$2,000.00		\$0.00	\$2,000.00
3.	Lodging for fieldwork	\$0.00	Donated housing	\$1,040.00	\$1,040.00
4.	Soil coring	\$10,000.00		\$0.00	\$10,000.00
5.	Soil analysis	\$12,000.00		\$0.00	\$129,000.00
6.	Artifact cleaning and cataloging	\$0.00	Volunteer labor	\$824.00	\$824.00
7.	Lithic, shell & bone tool analysis	\$0.00	In-kind - archaeologist	\$9,360.00	\$9,360.00
8.	Ceramic analysis	\$8,500.00		\$0.00	\$8,500.00
9.	Travel & lodging for ceramic analysis consultant	\$0.00	Cash - Dept. expense budget	\$1,200.00	\$1,200.00
10	Supplies for ceramic analysis	\$550.00		\$0.00	\$550.00
11.	Faunal analysis	\$13,400.00		\$0.00	\$13,400.00
12.	Student assistant – faunal analysis	\$0.00	Cash – Dept. expense budget	\$1,960.00	\$1,960.00
13.	Lab supplies – faunal analysis	\$900.00		\$0.00	\$800.00
14.	C14 analysis	\$17,900.00		\$0.00	\$17,900.00
15.	Report preparation	\$0.00	Cash - PI & student assist.	\$4,680.00	\$4,680.00
16.	Grant Administration	\$0.00	Cash – Dept admin	\$712.00	\$712.00
Total		\$63,270.00		\$58,192.00	\$121,462.00

Note: Totals must be the same as the corresponding amounts indicated in Questions 4a, 4b and 15.

Sample Project Budget Museum Exhibit Application

a) Project Budget

Work Item	Description	Grant Funds	Match Type	Match Value	Sub-Total
1.	Research	\$0.00	Cash – staff historian salary	\$20,500.00	\$20,500.00
2.	Architectural design – Gallery modifications	\$0.00	In-kind A&E services	\$8,000.00	\$8,000.00
2.	Exhibit design	\$32,000.00		\$0.00	\$32,000.00
3.	Gallery remodel for new exhibit				
4.	HVAC modifications	\$0.00	Cash	\$8,500.00	\$8,500.00
5.	Electrical modifications	\$0.00	Cash	\$12,000.00	\$12,000.00
6.	Lighting modifications	\$0.00	Cash	\$18,000.00	\$18,000.00
7.	New partitions	\$0.00	Cash	\$10,500.00	\$10,500.00
8.	Interior finishes	\$12,250.00		\$0.00	\$12,250.00
9.	Exhibit fabrication				
10.	Cabinetry	\$24,000.00		\$0.00	\$24,000.00
11.	Signage/graphics	\$19,000.00		\$0.00	\$19,000.00
12.	Audio/visual	\$72,000.00		\$0.00	\$72,000.00
13.	Installation of exhibit elements	\$40,000.00		\$0.00	\$40,000.00
14.	Archaeological coordination/exhibit wall	\$0.00	Cash – staff archaeo. salary	\$12,000.00	\$12,000.00
15.	Exhibit brochure design and printing	\$0.00	In-kind – graphic design firm	\$4,750.00	\$4,750.00
16.	Project administration (5%)	\$0.00	Cash – Museum admin. staff	\$15,000.00	\$15,000.00
Total		\$199,250.00		\$109,500.00	\$308,750.00

Note: Totals must be the same as the corresponding amounts indicated in Questions 4a, 4b and 15.

Sample Project Budget Survey Application

a) Project Budget

Work Item	Description	Grant Funds	Match Type	Match Value	Sub-Total
1.	Survey - consultant services (contract)	\$25,000.00	Cash	\$18,500.00	\$43,500.00
2.	Survey Report reproduction		Cash – in-house print shop	\$4,000.00	\$4,000.00
2.	Project administration		Cash – staff salary and benefits	\$2,500.00	\$2,500.00
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Total		\$25,000.00		\$25,000.00	\$50,000.00

Note: Totals must be the same as the corresponding amounts indicated in Questions 4a, 4b and 16.

Sample Project Budget Community Education Application

a) Project Budget

Work Item	Description	Grant Funds	Match Type	Match Value	Sub-Total
1.	Researcher/author/Project Director – salary	\$0.00	Cash –faculty salary (20%)	\$13,723.00	\$13,723.00
2.	Project Director - benefits	\$0.00	Cash – faculty benefits (20%)	\$3,284.00	\$3,284.00
2.	University overhead (10%)	\$1,768.00		\$0.00	\$1,768.00
3.	Project Director transportation	\$2,400.00		\$0.00	\$2,400.00
4.	Student materials for oral history interviews	\$1,200.00		\$0.00	\$1,200.00
5.	Research assistant salary (30 wks x 15 hrs x \$12.50)	\$5,620.00		\$0.00	\$5,620.00
6.	Research assistant benefits	\$98.00		\$0.00	\$98.00
7.	Miscellaneous supplies	\$500.00		\$0.00	\$500.00
8.	Copying	\$350.00		\$0.00	\$350.00
9.	Brochure production and design	\$2,500.00		\$0.00	\$2,500.00
10.	Brochure printing	\$2,000.00		\$0.00	\$2,000.00
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Total		\$16,436.00		\$17,007.00	\$33,443.00

Note: Totals must be the same as the corresponding amounts indicated in Questions 4a, 4b and 16.