

Budget Information Sheet

LEPC Name:

a. Cost Budget Overview*

Directions: Fill in each budget category that is part of your grant application. Place zeros in fields for the budget categories that will not be included. **Please note:** No match is required for this grant.

Budget Categories	TCEQ Grant Application Totals
Salaries	
Contracts	
Travel	
Training	
Supplies	
Other	
Equipment	
Total:	

*The itemized lists on the following pages must be filled in and include a justification for each purchase. All items will require supporting documentation such as receipts, training transcripts, certificates, and/or proof of product delivery.

b. Current Funding Sources

Directions: List all funding sources the LEPC received in the 2017 calendar year. This should include City or County allocation, donations, fundraising, and any other funding received.

Funding Source	Funding Amount (yearly)
Total:	

c. Application Budget Plan

Directions: Fill in each table that pertains to your budget proposal. Grant funds cannot be used to purchase food, drinks, alcohol and grant preparation services. **To ensure accurate pricing, a quote must be provided for each item that is applied for and submitted with the Application.** All funds must be expended during the timeframe outlined in the Scope of Work, Section II, Schedule of Quarterly Reports of the Contract.

Salaries: Must submit documentation showing this position will only be filled during the grant period.

Item	Price Per Unit	Quantity	Total	Justification of Purchase
ex. John Smith	\$2,500/month	12 months	\$30,000	Budget/Contract Manager salary for one fiscal year.
Total:				

Contracts:

Item	Price Per Unit	Quantity	Total	Justification of Purchase
ex. Emergency Plan Review	\$1,250/month	1 plan	\$1,250	Example Company will review and revise the County Emergency Plan and improve the effectiveness and quality of the plan.
Total:				

Travel: All travel must take place during the timeframe outlined in the Scope of Work, Section II, Schedule of Quarterly Reports of the Contract (maybe add a reference to the shell). This grant can only fund actual costs and requires meal receipts and documentation of all purchases and expenses.

Item (Include Travel Dates)	Price Per Unit	Quantity	Total	Justification of Purchase
ex. Hazardous Management Training - Travel (December 2-5, 2018)	\$250/person	2 people	\$500	The purpose of this travel is to attend the Hazardous Management Training in Dallas, Texas.
Total:				

Training: A training schedule, transcript, or certificate must be submitted as supporting documentation after the training has been completed.

Item	Price Per Unit	Quantity	Total	Justification of Purchase
ex. Emergency Training	\$500/person	5 people	\$2,500	Training on Hazardous Waste handling procedures. Funds will rent space to conduct the training and generate training certificates for all participants.
Total:				

Supplies:

Item	Price Per Unit	Quantity	Total	Justification of Purchase
ex. Printer paper	\$15/box	30 boxes	\$450	Printer paper will be used to create flyers and informational packets for employees and public citizens for outreach activities.
Total:				

Other:

Item	Price Per Unit	Quantity	Total	Justification of Purchase
ex. Promotional Items	\$3.00/item	100 items	\$300	Promotional items will be used to promote the LEPC and LEPC activities.
Total:				

Equipment:

Item	Price Per Unit	Quantity	Total	Justification of Purchase
ex. Laptop Computers	\$1,500/per laptop	3 laptops	\$4,500	Laptops will be used in EOC and available to be taken into the field for emergency response.
Total:				