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
Equipment	
Supplies	
Travel	
Training	
Salaries	
Contracts	
Other	
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 2026 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.

Equipment:

Item	Price Per Unit	Quantity	Total	Description and 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:				

Supplies:

Item	Price Per Unit	Quantity	Total	Description and 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:				

Travel: All travel must take place during the timeframe outlined in the Scope of Work, Section II, Schedule of Quarterly Reports of the Contract. 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**	**Description and 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**	**Description and Purchase**
ex. CAMEO Training	*$500/person*	*5 people*	*$2,500*	*Training on CAMEO Data Manager to keep track of chemical inventories and contact information for facilities; to assist in emergency response and planning.*
Total:				

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

Item	**Price Per Unit**	**Quantity**	**Total**	**Description and 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	Description and 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:				

Other:

Item	Price Per Unit	Quantity	Total	Description and Purchase
Total:				