**RFQ BUDGET SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **(1) Budget Line Items** | | **(2) Budget Totals** |
| **A. DIRECT PROGRAM COSTS** | | | |
|  | **1** | **Staff Salaries** |  |
| **2** | **Staff Fringe** |  |
| **3** | **Travel** |  |
| **4** | **Rent/ Utilities** |  |
| **5** | **Equipment - Lease/ Maintenance/ Purchase** |  |
| **6** | **Other Direct Costs** |  |
|  | **a. Supplies - Office/ Postage/ Other** |  |
|  | **b. Telephone/ Internet** |  |
|  | **c. Staff Training** |  |
|  | **d. Conferences/ Meetings** |  |
|  | **e. Printing/ Copying** |  |
|  | **f. Other: Staff Training** |  |
| **7** | **Insurance & Bonding** |  |
| **8** | **Contractual/ Outsourced - identify** |  |
| **9** | **Sub-Total Program Costs** |  |
| **B. PARTICIPANT COSTS** | | | |
|  | **1** | **Participant Wages/ Stipends** |  |
| **2** | **Participant Taxes/ Fringe** |  |
| **3** | **Participant Supplies/ Training Needs Supplies** |  |
| **4** | **Sub-Total Participant Cost** |  |
| **C. ADMINISTRATIVE COSTS** | | | |
|  | **1** | **Staff Salaries** |  |
| **2** | **Staff Fringe** |  |
| **3** | **Audit/ Legal** |  |
| **4** | **Indirect Costs** |  |
| **5** | **Sub-Total Administrative Costs** |  |
| **D. TOTAL AMOUNT (A+B+C):** | | |  |

Please provide a detailed budget narrative in a separate document.