


PREVIEW ONLY: Do not use.

## Appendix D: Sample Budget

	<p><b>Please Note:</b> This budget workbook <b>MUST</b> be attached and submitted with your Business Builder Digital Application on the Heartland Regional Food Business Center Website: <a href="https://Heartlandfoodbusiness.org/">https://Heartlandfoodbusiness.org/</a></p>
<b>APPLICANT INFORMATION</b>	
<b>Name of Business or Entity</b>	Local Food LLC
UEI from Financial Assistance Award Only registration ( <a href="https://sam.gov">SAM.gov</a> ), if available	Do not have yet
<b>Phone Number:</b>	555-555-5555
<b>Email Address:</b>	<a href="mailto:tastesgreat@localfood.farm">tastesgreat@localfood.farm</a>
<b>(Physical) Street Address:</b>	1 Main St.
<b>City:</b>	My Town
<b>County:</b>	Cass
<b>State:</b>	Missouri
<b>Zip Code:</b>	12345
<p><i>Information from the Applicant Information section will only be used by USDA to verify eligibility for award.</i></p>	
<b>BUDGET NARRATIVE</b>	
<p><i>The budget must show the total cost for the project and provide a description and justification for each of the relevant category costs listed. The budget justification must provide enough detail to easily understand how costs were determined and how they relate to the Project Objectives and Expected Outcomes. Leave blank any expense category not funded by this project.</i></p>	













<b>Contractual / Consultant Subtotal</b>	<b>\$</b>	<b>4,540.00</b>
<b>BUDGET SUMMARY</b>		
<i>Budget summary section will automatically update using subtotals in the section above</i>		
<b>Expense Category</b>		<b>Funds Requested</b>
Personnel	\$	8,040.00
Travel	\$	1,005.00
Equipment	\$	17,555.00
Supplies	\$	4,600.00
Contractual	\$	12,700.00
Other	\$	1,500.00
<b>Direct Costs Sub-Total</b>	<b>\$</b>	<b>45,400.00</b>
Indirect Costs	\$	4,540.00
<b>Total Budget</b>	<b>\$</b>	<b>49,940.00</b>