

BUDGET INSTRUCTIONS & SAMPLE

Completing the Budget Form

- List costs or cost estimates for each item you are requesting (equipment, materials, contracted work, toys, books, etc.).
- List items in order of need (highest need listed first).
- Attach two itemized bids or estimates from licensed contractors for contracted work and materials. Use one bid to complete the budget form.
- All items requested must be NEW and age appropriate.
- Provide pictures of items as an attachment, if applicable. If you feel the reviewer may not be able to identify the item, attach a picture or description of the item.

Item/Catalog Number: List the name of the item or catalog number you wish to purchase.

Quantity: List the number of the items you wish to purchase.

Cost Per Item: If wanting to purchase more than one item, enter the cost of the single item.

Sub Total: Cost of Item times the quantity.

Shipping/Taxes: Include taxes and shipping/handling, if applicable.

Total Cost: Add the Subtotal and the Shipping/Taxes together.

Vendor Name: Where do you plan to purchase the item?

Category: List which category the item will serve.

Infants: 6wks - 14mths

School-Age: Kindergarten - 12 yrs

Toddlers: 15mths - 23mths

All Ages: Appropriate for 3 or more age groups

2 Year Olds*: 24mths - 35mths

Family Resources: Items to support and educate families

Preschool: 36mths - 59mths

Professional Resources: Items to support self and/or staff

Facility Improvement – Infant/Toddler/Twos: Item that typically addresses safety (toddler bathroom, one-sided mirror, etc.)

Facility Improvement – All Ages: Item that typically addresses safety (fence, fire door, etc.)

Special Needs: Items to accommodate children and families identified with special needs

* Complete two-year old section if your program offers a separate classroom for 2 Year Olds. If not, please enter total items for 15-35 months under Toddlers.

Following is a SAMPLE budget sheet for your reference. (Vendor names are fictitious.)

| Item/Catalog Number | Quantity | Cost Per Item | Subtotal | Shipping /Taxes | Total Cost | Vendor Name | Category <i>(list only one category per item)</i> |
|----------------------|----------|---------------|----------|-----------------|------------------|------------------|--|
| Crib | 3 | \$125.00 | \$375.00 | \$0 | \$375.00 | Curious Kids | Infants |
| Multicultural Dolls | 6 | \$6.99 | \$41.94 | \$4.99 | \$46.93 | Our World, Inc. | Toddlers |
| Sand and Water Table | 1 | \$79.99 | \$79.99 | \$19.50 | \$99.49 | Our World, Inc. | Preschool |
| Fire Door | 2 | \$489.00 | \$978.00 | \$75.00 | \$1053.00 | Safe-T First | Facility Improvement – All Ages |
| Books | 15 | \$ 14.50 | \$217.50 | \$0 | \$217.50 | The Reading Tree | Family Resources |
| Block Set | 2 | \$45.00 | \$90.00 | \$10.00 | \$100.00 | ABC's and 123's | All Ages |
| Total | | | | \$109.49 | \$1891.92 | | |

PLEASE TOTAL ITEMS REQUESTED BY CATEGORY. TRANSFER THIS INFORMATION TO PAGE 1 OF YOUR APPLICATION.

| | | | | | |
|----------|--------------|----------|---------------|-----------|---|
| \$375.00 | Infants | \$ 99.49 | Preschool | \$ 0.00 | Facility Improvement – Infants /Toddlers/Twos |
| \$ 46.93 | Toddlers | \$ 0.00 | School-Age | \$1053.00 | Facility Improvement – All Ages |
| \$ 0.00 | 2 Year Olds* | \$100.00 | All Ages | \$ 0.00 | Professional Resources |
| | | \$ 0.00 | Special Needs | \$ 217.50 | Family Resources |

Program Name _____

ITEMIZED BUDGET

Please see Sample Budget and "Guidelines & Requirements Question #18 for instructions and assistance. Make additional copies of this form as needed.

| Item/Catalog Number | Quantity | Cost Per Unit | Subtotal | Shipping/Taxes | Total Cost | Vendor Name | Category <i>(list only one category per item)</i> |
|---------------------|----------|---------------|----------|----------------|------------|-------------|--|
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| Total | | | | \$ | \$ | | |

PLEASE TOTAL ITEMS REQUESTED BY CATEGORY. TRANSFER THIS INFORMATION TO PAGE 1 OF YOUR APPLICATION.

| | | |
|-----------------------|------------------------|--|
| \$ _____ Infants | \$ _____ Preschool | \$ _____ Facility Improvement – Infant/Toddlers/Twos |
| \$ _____ Toddlers | \$ _____ School-Age | \$ _____ Facility Improvement – All Ages |
| \$ _____ 2 Year Olds* | \$ _____ All Ages | \$ _____ Professional Resources |
| | \$ _____ Special Needs | \$ _____ Family Resources |

*Complete two-year old section if your program offers a separate classroom for 2 Year Olds. If not, please enter total items for 15-35 months under Toddlers.