

## Instructions

1. Review "Budget Template" and "Budget Item" sheets. Cells in **orange** are locked formulas and cannot be edited.
2. Fill-in all Project Tasks (**green cells**). These should match the Tasks outlined in the applicant's Scope of Work.

*Note: Five Tasks are visible. For an additional five tasks, open the grouped rows by clicking on the "+" symbol next to row 50 on the left hand side.*

*Although ten Project Task spaces are provided, the applicant does not need to utilize all ten. For applicants in need of more than ten tasks, please request a new, expanded Budget Template by contacting: [AirGrants@arb.ca.gov](mailto:AirGrants@arb.ca.gov)*

3. For each identified Project Task, select one of four Budget Categories from drop down menu. Next, select appropriate Budget Item from drop-down menu. See sheet titled "Budget Item" for full list of available items.

*For example: To put in salary for outreach coordinator, select Budget Category "Personnel" (column B) and select "Wage or Salary" from column C menu. Write in "outreach coordinator" in column D.*

*Note: For Technical Projects, it is not necessary or advisable to specify a brand or type of air sensor or monitor at this stage – your initial technical work plan will help guide this process and lead to a decision on specific hardware, based on the quality objectives of your project. For example, in developing your budget you may write "PM sensor" in the Specify column and list a cost estimate.*

4. Add in costs for each Budget Item in Cost column (column F).
5. Costs for each task will automatically calculate. Note - these do not include administrative or benefits costs (see step 6).
6. Fill-in Benefits Rate and Administrative Cost Rate (yellow cells).
7. Project Costs, Administrative Costs, and Total Costs will automatically calculate.

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**California Air Resources Board (CARB)  
Community Air Grants  
Budget Template**

<b>Organization</b>	Environmental Justice Now California				
<b>Project Name</b>	California Air Monitoring and Community Engagement Project				
<b>Date</b>	August 10, 2019				
				Cost	<b>AMENDED Cost</b>
<b>I. PROJECT COSTS</b>					
<b>Task #1</b>	Education and Outreach Campaign				
	<b>Budget Category</b>	<b>Budget Item (See "Budget Item" tab)</b>	<b>Specify (if necessary)</b>		
	A Personnel	Wage or Salary (specify title)	Outreach Manager	<del>\$37,500</del>	<b>\$37,000</b>
	B Supplies and Services	Meeting Facilitation		<del>\$400</del>	<b>\$900</b>
	B Supplies and Services	Interpretation and Translation Services		\$500	\$500
	C Equipment	Other (specify)	PA System	\$300	\$300
	B Supplies and Services	Printing		\$50	\$50
	B Supplies and Services	Travel Costs		\$250	\$250
			<b>Task 1 Total</b>	<b>\$39,000</b>	<b>\$39,000</b>
<b>Task #2</b>	Monitoring Network				
	<b>Budget Category</b>	<b>Budget Item (See "Budget Item" tab)</b>	<b>Specify (if necessary)</b>		
	A Personnel	Wage or Salary (specify title)	Air Quality Manager	\$36,000	\$36,000
	C Equipment	Monitor	PM Monitor	\$3,000	\$3,000
	D Subcontractors	Consultant (specify)	UCLA	\$10,000	\$10,000
	D Subcontractors	Consultant (specify)	CSUS	\$8,000	\$8,000
	C Equipment	Hardware (specify)	Laptop	\$1,000	\$1,000
			<b>Task 2 Total</b>	<b>\$58,000</b>	<b>\$58,000</b>
<b>Task #3</b>	AB 617 Advocacy				
	<b>Budget Category</b>	<b>Budget Item (See "Budget Item" tab)</b>	<b>Specify (if necessary)</b>		
	A Personnel	Wage or Salary (specify title)	Executive Director	\$35,000	\$35,000
	B Supplies and Services	Interpretation and Translation Services		\$1,000	\$1,000
	B Supplies and Services	Travel Costs		\$500	\$500
	D Subcontractors	Other (specify)	Stipend for residents	\$1,000	\$1,000
			<b>Task 3 Total</b>	<b>\$37,500</b>	<b>\$37,500</b>
<b>Task #4</b>					
	<b>Budget Category</b>	<b>Budget Item (See "Budget Item" tab)</b>	<b>Specify (if necessary)</b>		
			<b>Task 4 Total</b>	<b>\$0</b>	<b>\$0</b>
<b>Task #5</b>					
	<b>Budget Category</b>	<b>Budget Item (See "Budget Item" tab)</b>	<b>Specify (if necessary)</b>		
			<b>Task 5 Total</b>	<b>\$0</b>	<b>\$0</b>

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<b>Organization</b>	Environmental Justice Now California				
	California Air Monitoring and Community Engagement Project				
	August 10, 2019				
<b>Project Name</b>					
<b>Date</b>					
<b>Task #6</b>					
	<b>Budget Category</b>	Budget Item (See "Budget Item" tab)	Specify (if necessary)		
			<b>Task 6 Total</b>	\$0	\$0
<b>Task #7</b>					
	<b>Budget Category</b>	Budget Item (See "Budget Item" tab)	Specify (if necessary)		
			<b>Task 7 Total</b>	\$0	\$0
<b>Task #8</b>					
	<b>Budget Category</b>	Budget Item (See "Budget Item" tab)	Specify (if necessary)		
			<b>Task 8 Total</b>	\$0	\$0
<b>Task #9</b>					
	<b>Budget Category</b>	Budget Item (See "Budget Item" tab)	Specify (if necessary)		
			<b>Task 9 Total</b>	\$0	\$0
<b>Task #10</b>					
	<b>Budget Category</b>	Budget Item (See "Budget Item" tab)	Specify (if necessary)		
			<b>Task 10 Total</b>	\$0	\$0

**California Air Resources Board (CARB)  
Community Air Grants  
Budget Template**

<b>Organization</b>	Environmental Justice Now California	
<b>Project Name</b>	California Air Monitoring and Community Engagement Project	
<b>Date</b>	August 10, 2019	
<b>I. PROJECT COSTS (Cumulative)</b>		
A Personnel	\$108,500	<b>\$108,000</b>
Benefits Rate (%)	20.0%	<b>20.0%</b>
Personnel Benefits	\$21,700	<b>\$21,600</b>
B Supplies and Services	\$2,700	<b>\$3,200</b>
C Equipment	\$4,300	<b>\$4,300</b>
D Subcontractors	\$19,000	<b>\$19,000</b>
<b>Subtotal Direct Costs</b>	\$156,200	<b>\$156,100</b>
<b>II. ADMINISTRATIVE COSTS (Cumulative)</b>		
Admin Cost Rate (%)	12.0%	<b>12.0%</b>
Admin Costs	\$13,344	<b>\$13,344</b>
<b>TOTAL Costs</b>	\$169,544	<b>\$169,444</b>

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**Suggested Budget Items by Budget Category**  
**Note: Applicants may use additional budget items if required.**

<b>A_Personnel</b>	<b>B_Supplies_and_Services</b>	<b>C_Equipment</b>	<b>D_Subcontractors</b>
Wage or Salary (specify title)	Interpretation and Translation Services	Hardware (specify)	Consultant (specify)
Other (specify)	Meeting Facilitation	Monitor	Other (specify)
	Office Supplies	Sensor	
	Postage	Other (specify)	
	Printing		
	Travel Costs		
	Venue Rental		
	Website		
	Broadband		
	Other (specify)		

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