Instructions

1. Review Budget Template and Budget Item tabs. Cells in **orange** are locked formulas and cannot be edited.

Note: The Applicant will use the BLANK Budget Template to complete their project application budget. The Applicant will use the Budget Item tab to identify examples of sub-categories of budget spending.

2. Fill-in all Project Tasks (**green cells**). These should match the Tasks outlined in the applicant's Scope of Work.

Note: Although ten 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

3. For each identified Project Task, select (drop-down menu) one of four Budget Categories and write-in the appropriate Budget Item.

For example: To put in salary for outreach coordinator, select Budget Category "Personnel" (column B) and fill-in "Wage or Salary" for the Budget Item (column C). Write-in "Outreach Coordinator" in the Specify column (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. If appropriate, fill-in rate, unit, and hour information in columns F, G, and H.

For example: It may be appropriate to add in rate estimate and unit for the purchase of Monitors. It may be appropriate to add in rate and hour for a venue rental. However, a rate and hour would not need to be included for general travel costs related to AB 617 as long as they adhere to State rates and conditions established on the CalHR website (for hotel and meal rates, see: www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx).

5. Add in total costs for each Budget Item in Cumulative Budget column (column J).

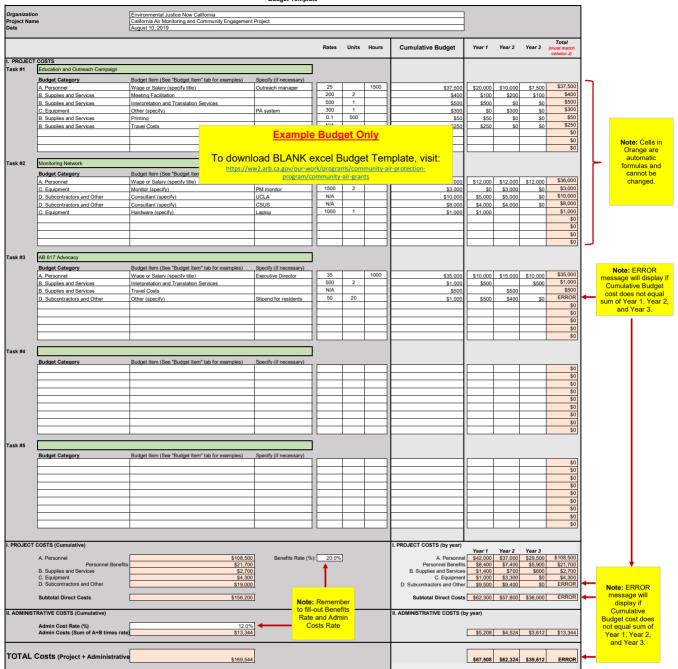
Note: If rate, unit or hour numbers were entered, this should be a function of those numbers. If no rate, unit, or hour was entered, then this can be an independent figure.

6. Divide the Cumulate Budget (column J) among each year of the grant period.

Note: The sum of columns L, M, and N must equal Cumulative Budget (column J). If they do not equal Cumulative Budget, the cell in Column O will display an ERROR message.

- 7. Fill-in Benefits Rate and Administrative Cost Rate.
- 8. Project Costs, Administrative Costs, and Total Costs will automatically calculate.

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



To download BLANK excel Budget Template, visit:

https://ww2.arb.ca.gov/our-work/programs/community-air-protection-program/community-air-grants

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

A. Personnel	B. Supplies and Services	C. Equipment	D. Subcontractors and Other
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		
	Other (specify)		