



Budget Request Sheet						
#	Budget Line Item	Cost Estimate	Expenses Type	Actual Cost*	Detailed Budget Description	Comments by City Staff
<b>A</b>	<b>Administrative Cost ( if any)</b>					
1						
2						
3						
4						
5	<b>Subtotal</b>					
<b>B</b>	<b>Direct Project Cost (if any)</b>					
6						
7						
8						
9						
10	<b>Subtotal</b>					
<b>C</b>	<b>Staff Wages (if any)</b>					
11						
12						
13						
14						
15	<b>Subtotal</b>					
16	<b>Total Amount Requested from FCSS (A+B+C)</b>					
<b>D</b>	<b>Other Sources of Funding (in cash or/and in kind)</b>					
17						
18						
19						
20						
21	<b>Subtotal</b>					
22	<b>Grand Total (A+B+C+D)</b>					

\*Actual cost will be completed by the recipient at the end of the funding year

Definitions of Cost Categories

<b>Administrative Cost</b>	Any expenditure incurred by the recipient, although not directly spent on the project or project participants, enabled the recipient to manage the project successfully.
<b>Direct Project Cost</b>	Any expenditure incurred by the recipient that are directly related to the project or directly incurred on project participants or project activities
<b>Staff Wages</b>	Any employment related cost paid to staff or persons working directly on the project.
<b>Other Sources of Funding</b>	Any other sources of funds, in kind or in cash that the recipient has committed to the project.