

**SAMPLE BUDGET**  
**FISCAL YEAR 2003 PROJECT SAFE NEIGHBORHOODS GRANTS**

The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. The Sample Budget Detail Worksheet below is broken into four (4) sections:

1. The Budget Detail Worksheet for *Direct Administrative Expenses of the Fiscal Agent (Primary Recipient)*
2. The Budget Detail Worksheet for *Expenditures for Programmatic Costs (including subgrants and subcontracts)*
3. The Budget Detail Worksheet for *Expenditures on Contracts and/or Subgrants for Juvenile Programs*
4. The Budget Summary

You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, **all required information (including all four sections and the budget narrative) must be provided.** Any category of expense not applicable to your budget may be deleted.

*The example below uses the following suppositions:*

- *The district has an allocation of \$500,000.*
- *Franklin County will serve as the fiscal agent.*
- *The maximum amount that can be set aside for administering the grant is \$50,000 (10%).*
- *Assuming that the juvenile set aside is a minimum of 30%, at least \$135,000 must be used for juvenile programs.*
- *\$315,000 is available for general programs.*