

**Arizona Department of Agriculture  
Livestock and Crop Conservation Grant Program (LCCGP)**

**PROJECT BUDGET FORM - INSTRUCTIONS**

**The following provides instructions on how to fill out the Project Budget Form. Be sure to provide information for each category.**

**Project Title:** Enter the title of the project that matches the other application forms.

**Project Budget:** Estimate the total cost of implementing the project. Include numeric values for requested LCCGP funds for the following categories:

- **Administrative Labor** - costs associated with the administration of the grant paperwork and reporting requirements.
- **Project Labor** – costs associated with completing the actual project.
- **Employee Related Expenses (ERE)** – if applicable, costs for employees, i.e. payroll taxes, medical insurance, workman’s comp, etc.,
- **Project Related Travel** – if applicable, costs for mileage, meals and lodging associated with the completion of the project.
- **Equipment** - cost of any equipment which may be leased or purchased.\*
- **Supplies** - cost of supplies, materials, rock, cement, etc.\*
- **Contractual** – costs for sub-contract labor and/or services performed by another entity.
- **Other** - any other costs associated with the project that do not fit into the above categories.

\*Equipment and supplies that can be used for general ranch operations outside of the scope of the project(s) being applied for are not eligible for LCCGP funding. For example, office supplies, tools, generators, heavy equipment, GPS equipment, rain gauge equipment, etc. are ineligible for LCCGP funding. LCCGP funds will not pay for more than 50% of the approved reasonable replacement cost of the equipment.

If you intend to seek reimbursement for any grantee costs, including labor, supplies and personal equipment use or per mile travel costs, your project application and budget must identify those costs for which you intend to seek reimbursement. In addition, the reimbursement rate for those grantee costs must be pre-approved by the Department and will be included in the grant award agreement. You can provide justification for these costs (if applicable) in the Project Budget Narrative section on page 21.

If receiving funds through an agreement with another funding agency, before receiving any LCCGP grant funds, you will be required to sign an acknowledgement affirming your knowledge and consent that your grant information will be shared between the AZDA and other funding agencies. See Attestation Form on page 12.

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**PROJECT BUDGET FORM**

Project Title: \_\_\_\_\_

<b>Total Project Budget (by expense category)</b>			
<b>Budget Detail</b>	<b><u>Total Project Costs</u></b> (LCCGP Funds and Other Funds if applicable)	<b><u>LCCGP Funds</u></b> (Min \$10,000 – Max \$20,000)	<b><u>Other Funds</u></b> (Matching or leveraged funds, if applicable)
<b>Administrative Labor:</b>	\$	\$	
<b>Project Labor:</b>	\$	\$	
<b>Employee Related Expenses (ERE):</b>	\$	\$	
<b>Project Related Travel:</b>	\$	\$	
<b>Equipment:</b>	\$	\$	
<b>Supplies:</b>	\$	\$	
<b>Contractual:</b>	\$	\$	
<b>Other:</b>	\$	\$	
<b>TOTAL:</b>	\$	\$	\$

## Budget Narrative

Use the Budget Narrative boxes to provide an explanation of how the dollar figures were calculated. Provide as much detail as possible. Refer to supporting documentation, such as quotes for supplies, equipment rental, installation, etc. whenever applicable. Explain differences in costs for similar projects. Also, explain the need for specific items in the budget (for example, explain why a 20,000 gallon storage tank is necessary for the project instead of a 5,000 gallon tank).

Reviewers will be evaluating whether the costs are reasonable and necessary for the completion of the proposed work.

### **Administrative Labor**

### **Project Labor**

### **Employee Related Expenses (ERE)**

### **Project Related Travel**

## Budget Narrative

### Equipment

(Detailed quotes or documentation must be included in the application for all equipment costs.)

### Supplies

### Contractual

(Detailed quotes must be included in the application for all contractual costs.)

### Other