BUDGET INSTRUCTIONS & SAMPLE

Completing the Budget Form

- List costs or cost estimates for each item you are requesting (equipment, materials, contracted work, toys, books, etc.).
- List items in order of need (highest need listed first).
- Attach two itemized bids or estimates from licensed contractors for contracted work and materials. Use one bid to complete the budget form.
- All items requested must be NEW and age appropriate.
- Provide pictures of items as an attachment, if applicable. If you feel the reviewer may not be able to identify the item, attach a picture or description of the item.

Item: List the name of the item you wish to purchase.
Quantity: List the number of the items you wish to purchase.
Cost Per Item: If wanting to purchase more than one item, enter the cost of the single item.
Sub Total: Cost of Item times the quantity.
Shipping/Taxes: Include taxes and shipping/handling, if applicable.
Total Cost: Add the Subtotal and the Shipping/Taxes together.
Vendor Name: Where do you plan to purchase the item?
Category: List which category the item will serve.

Infants: 6wks - 14mths
Toddlers: 15mths - 23mths
2 Year Olds*: 24mths - 35mths
Preschool: 36mths - 59mths
School-Age: Kindergarten - 12 yrs
All Ages: Appropriate for 3 or more age groups
Family Resources: Items to support and educate families
Professional Resources: Items to support self and/or staff
Facility Improvement – Infant/Toddler/Twos: Item that typically addresses safety (toddler bathroom, one-sided mirror, etc.)
Facility Improvement – All Ages: Item that typically addresses safety (fence, fire door, etc.)
Special Needs: Items to accommodate children and families identified with special needs

**** Complete two-year old section if your program offers a separate classroom for 2 Year Olds. If not, please enter total items for 15-35 months under Toddlers.***

Following is a SAMPLE budget sheet for your reference. (Vendor names are fictitious.)

Item	Quantity	Cost Per Item	Subtotal	Shipping /Taxes	Total Cost	Vendor Name	Category *(list only one category per item)*
Crib	3	$125.00	$375.00	$0	$375.00	Curious Kids	Infants
Multicultural Dolls	6	$6.99	$41.94	$4.99	$46.93	Our World, Inc.	Toddlers
Sand and Water Table	1	$79.99	$79.99	$19.50	$99.49	Our World, Inc.	Preschool
Fire Door	2	$489.00	$978.00	$75.00	$1053.00	Safe-T First	Facility Improvement – All Ages
Books	15	$ 14.50	$217.50	$0	$217.50	The Reading Tree	Family Resources
Block Set	2	$45.00	$90.00	$10.00	$100.00	ABC's and 123's	All Ages
Total				$109.49	$1891.92		

PLEASE TOTAL ITEMS REQUESTED BY CATEGORY. TRANSFER THIS INFORMATION TO PAGE 1 OF YOUR APPLICATION.

$375.00 Infants	$ 99.49 Preschool	$ 0.00 Facility Improvement ï Infants /Toddlers/Twos
$ 46.93 Toddlers	$ 0.00 School-Age	$1053.00 Facility Improvement ï All Ages
$ 0.00 2 Year Olds*	$100.00 All Ages	$ 0.00 Professional Resources
	$ 0.00 Special Needs	$ 217.50 Family Resources

Program Name _____

ITEMIZED BUDGET

Please see Sample Budget and "Guidelines & Requirements Question #18 for instructions and assistance. Make additional copies of this form as needed.

Item	Quantity	Cost Per Unit	Subtotal	Shipping/ Taxes	Total Cost	Vendor Name	Category *(list only one category per item)*
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
		$	$	$	$		
Total				$	$		

PLEASE TOTAL ITEMS REQUESTED BY CATEGORY. TRANSFER THIS INFORMATION TO PAGE 1 OF YOUR APPLICATION.

$_____ Infants
$_____ Toddlers
$_____ 2 Year Olds*
$_____ Preschool
$_____ School-Age
$_____ All Ages
$_____ Special Needs
$_____ Facility Improvement ï Infant/Toddlers/Twos
$_____ Facility Improvement ï All Ages
$_____ Professional Resources
$_____ Family Resources

**Complete two-year old section if your program offers a separate classroom for 2 Year Olds. If not, please enter total items for 15-35 months under Toddlers.*