

# Orange County ABC Board Grant Application Funding Form

**Organization:** \_\_\_\_\_

For each budget line item, breakdown the information on a spreadsheet. Also, for each line item provide the total budgeted amount for the line item.

1. **Salaries, Wages, Contractual, and Consultant:** Provide names, titles, services rendered, hours worked per week, amount paid per hour worked, etc.
2. **Printing** (brochures, flyers, handouts, etc): For each different item, provide item name, number of copies, cost per copy.
3. **Supplies** (paper, notebooks, clip boards, pens, pencils, visual aids, etc): Provide a detailed list of supplies to be used (such as item numbers, quantities and cost of each unit).
4. **Postage:** Provide a detailed list of items mailed, quantities, cost each, etc.
5. **Technology** (Software, telecommunications equipment, etc): Provide a detailed list of items to be purchased (name, description, quantities, cost each, etc).
6. **Educational Materials** (videos, books, pamphlets, etc): Provide a detailed list of items to be purchased (name, description, quantities, cost each, etc).
7. **Conferences/Meetings:** Provide the name and sponsor of each conference the organization plans to attend, the number of staff attending, registration fees, etc.
8. **Travel, Lodging, Subsistence and Entertainment:** Provide detailed information such as destination, estimated cost for travel, lodging, food and entertainment, etc.
9. **Client/Patient per Diem:** Provide number of clients/patients for each activity, number of days and cost per day.
10. **Other expenses:**
  - a. Provide separate line items with detailed information to support totals for each line item.
  - b. Provide the total budgeted amount for "Other Expenses".
11. **Total Project Expense** (sum of items above).

Please attach a detailed budget narrative to explain each line item above and how it is linked to the project being submitted for funding.