



**Instructions:** Applicants applying for **SUBRECIPIENT GRANT FUNDING** for an eligible capital expenditure are required to complete and submit this worksheet with their application. Applicants are to fill out the budget according to the specifics of their proposed project. Please review the budget category description prompts to assist in filling out your own unique program budget. If a budget line item does not apply to your project, please fill in the Applicant description and budget columns with "N/A". Incomplete budget templates are terms for application rejection. If funding is awarded, applicant will be required to submit evidence of actual cost expenditures/invoices to receive reimbursement. At the expiration of the period of performance, unused budget amounts or unsubstantiated costs will be returned to the city.

Please note: Capital expenditures must adhere to the procurement and contract requirements of 2 CFR 200 to be compliant. Noncompliant uses of capital expenditure funds are subject to clawback.

A	B	C	D	E
Budget Category	Budget Category Description Prompts	Applicant Budget Description	Total Estimated Budget of the CapEx Project (Total Need \$)	Requested Grant Amount for this Budget Line Item (\$)
Programming, Planning, Feasibility Studies	Costs associated with project environmental studies, surveys, geotechnical investigations, or conceptual planning/design			
Design/Engineering Services	Costs associated with design and engineering services for the project (Architectural, civil, structural, MEP, lighting, etc.)			
Permits	Costs associated with obtaining and/or paying for permits			
Construction Costs	Costs directly associated with the construction of the project			
Legal/Administrative Costs	Legal costs associated with directly administering the project.			
Project Management	Costs for project management fees related to the project			
Other	Please specify:			
<b>SUBTOTAL</b>				
Contingency (5% Maximum of the Subtotal)	Contingency uses are subject to the requirements of 2CFR200.433 "Contingency Provisions"	Contingency funds cannot be used for major project scope changes, unforeseen risks, or extraordinary events.		
<b>TOTAL</b>				

Name of Organization: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_