

**JME Project Line Item Budget**

**Name of Proposed Project** \_\_\_\_\_

Enter amounts and explain all items. Use a separate sheet if necessary. Data must reflect finances from the time Michigan AEYC approves the grant for the project until the final report is due. No expenses incurred prior to the starting date ate as approved in the project proposal will be paid by this Michigan AEYC grant. Include all project Income and Expenses. Round off figures to whole dollars.

| <b>Income</b>                                 | <b>Cash</b> |
|---|-------------|
| 1. Sources of income other than Michigan AEYC |             |
|   |             |
|   |             |
|   |             |
|   |             |
| 2. Total other income                         |             |
| 3. JME Grant (Maximum \$1200)                 |             |
| 4. TOTAL PROJECT INCOME (Add lines 2 and 3)   |             |

| <b>Expenses</b>                           | <b>Cash</b> |
|---|-------------|
| 1. Personnel, contracts, labor            |             |
|   |             |
|   |             |
| 2. Equipment/Materials                    |             |
|   |             |
|   |             |
| 3. Other                                  |             |
|   |             |
| 4. TOTAL PROJECT EXPENSES (Add all lines) |             |

Income Explanations: Line 1 - List all sources and the amounts of income for this project other than JME Grant money. (Examples: applicant cash, fundraisers, other grants, etc.) Line 2 - Add all amounts under Line 1. Line 3 - List amount of money requested from JME Grant. Line 4 - Add lines 2 and 3.

Expenses Explanations: Line 1 - This includes any labor expenses. Line 2 - This covers any materials and/or equipment needed for the project. Line 3 - Describe any other costs related to the project that don't fit the other categories and then the amount. Line 4 - Add all monies.

### **JME Project Budget Narrative**

In this space or on a separate sheet describe in detail any sources of income for this project. Under the Expense heading, provide details about the personnel expenses including who it is and what they are doing. Provide a detailed list of the specific materials/equipment needed including cost of each. If appropriate, indicate when the monies will be received and spent. (This may be part of your written proposal under Timeline and Procedures.) In this section also list any donations of services and/or goods, and estimate the value of each.