

DHP Grant Project Budget Worksheet - Code 45

Institution Name:	
Project Title:	

Supplies, Materials, and Equipment costing <\$5,000: Code 45

Table (transfer data in this table to NYSED Proposed Budget Form FS-10):

Description of Item	Quantity	Unit Cost	Proposed Expenditure
Total Expenditure			\$

Narrative:

DHP Grant Project Budget Instructions – Code 45

Supplies, Materials, and Equipment costing >\$5,000: Code 45

Instructions

Table

Briefly describe each requested item and specify quantity, unit cost, and total expenditure. Use only whole dollar amounts.

Narrative

Describe how each of the supplies, materials, and equipment costing less than \$5,000 itemized on this form will directly support project activities and outcomes.

Eligible Expenditures

Supplies such as office supplies, acid-buffered folders, archival storage containers, sleeves and enclosures, and shelving

Equipment items with a unit cost of less than \$5,000

Archives software [see glossary in the Guidelines for a definition]: If the proposed software is not recognized archives software, the applicant should explain in the Budget Narrative how it would be configured to meet archival standards.

Ineligible Expenditures

Purchase of office furniture or photocopiers

Per diem expenses

DHP does not fund expenses associated with activities un-related to the project.