

**2010 COVERDELL FORENSIC SCIENCE IMPROVEMENT  
FORMULA GRANT  
OVERALL BUDGET SUMMARY**

<b>CATEGORY</b>	<b>FEDERAL FUNDS REQUEST</b>
<b>A. Personnel and Benefits</b>	
<b>B. Equipment</b>	
<b>C. Travel</b>	
<b>D. Supplies and Operating Expenses</b>	
<b>E. Facilities/Rental Expenses</b>	
<b>F. Contractor/Consultant Expenses</b>	
<b>G. Other</b>	
<b>TOTAL</b>	

**FORMULA GRANT  
 DETAILED BUDGET NARRATIVE  
 CATEGORY A - PERSONNEL and BENEFITS**

**NEW DIRECTIONS (PLEASE READ):** List each position by employee name, title and indicate if the position is new or existing. List the total annual salary in Column A and the total annual benefits in Column B. To calculate the Total Personnel Cost in Column C, add (A) + (B) = (C). Enter the percentage of time to be devoted to the project in Column D. To calculate the Percentage of Time Devoted in Dollars in Column E, use the following equation, (C) x (D) = (E). Total all columns in the Total column at the bottom of the chart. For additional assistance, see the example in the Appendix.

Name of Employee/ Position/ and New (N) or Existing (E)	(A)  Total Annual Salary	(B)  Total Benefits	(C)  Total Personnel Cost	(D)  % of Time Devoted to Project	(E)  Percentage of Time Devoted in Dollars	(F)  Federal Funds Requested
<b>TOTAL</b>						

**Example**

Joe Smith Firearms Examiner (N)	\$40,000	\$13,200	\$53,200	100%	\$53,200	\$53,200
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**BUDGET NARRATIVE:**

Provide a more detailed explanation of the personnel that will be assigned to the project. The narrative should briefly describe the responsibilities of each of the positions. Use additional pages if necessary.

**FORMULA GRANT  
 DETAILED BUDGET NARRATIVE  
 CATEGORY B – EQUIPMENT**

*Directions: List non-expendable items that are to be purchased. Expendable items should be included in the Supplies Category.*

Equipment	Quantity	Unit Price	Federal Funds Requested
<b>TOTAL</b>			

**BUDGET NARRATIVE:**

Provide an explanation of the equipment to be purchased. Explain how the equipment is necessary to the success of the project. Use additional pages if necessary.

**FORMULA GRANT  
DETAILED BUDGET  
CATEGORY C - TRAVEL**

*DIRECTIONS: Fully complete the information in the table for each discipline with an allocation for education and training. Attach additional pages if necessary. **PLEASE NOTE: According to the federal granting agency, registration fees MUST be listed in CATEGORY G: OTHER.***

Name of Conference	Date and Location	Number of Analysts Attending	Air Fare Costs	Per Diem	Lodging	Total Federal Funds Requested
<b>TOTAL</b>						
American Firearms and Toolmarks	July 8-11, 2009 Santa Fe, NM	3	\$275 per person = \$825 total	\$42 p/p x 4 days x 3 persons = \$504 total	\$125 per person x 4 nights x 3 persons = \$1500 total	\$3204

**Budget Narrative:**

Provide an explanation of the travel being requested. Identify the personnel who will be using travel and the purpose of the travel. Explain how the travel is necessary to the success of the project. Use additional pages, if necessary.

**FORMULA GRANT  
 DETAILED BUDGET NARRATIVE  
 CATEGORY D – SUPPLIES AND OPERATING EXPENSES**

*Directions: General supplies include any materials that are expended or consumed during the project period. List items by type, such as paper, folders, etc. Show the basis for computation. Operating costs are expenses that are required to implement the project, such as telephone, utilities, photocopying, printing, and maintenance.*

Expense	Computation	Federal Funds Request
<b>TOTAL</b>		

**Budget Narrative:**

Provide an explanation of the supplies to be purchased. The narrative should serve as an explanation of the figures. Use additional pages, if necessary.

**FORMULA GRANT  
 DETAILED BUDGET NARRATIVE  
 CATEGORY E – FACILITIES**

*Directions: If requesting facilities cost, contact the Director of Federal Grants, District Attorneys Council for more information.*

<b>Facilities</b>	<b>Computation</b>	<b>Federal Funds Request</b>
<b>TOTAL</b>		

**Budget Narrative:**

Provide a detailed explanation of the category. Explain how the renovation of facilities is necessary to the success of the project. The narrative should serve as an explanation of the figures. Use additional pages, if necessary.

**FORMULA GRANT  
 DETAILED BUDGET NARRATIVE  
 CATEGORY F - CONSULTANT AND CONTRACTORS**

*Directions: For each consultant, enter the name, if known, the service to be provided, the hourly or daily fee or rate. Consultant fees in excess of \$450 per day require additional justification and prior approval from the Director of Federal Programs, District Attorneys Council.*

Service or Product	Fee or Rate	Federal Funds Request
<b>TOTAL</b>		

**Budget Narrative:**

Provide a detailed explanation of the category. Explain how the consultant is necessary to the success of the project. The narrative should serve as an explanation of the figures. Use additional pages, if necessary.

**FORMULA GRANT  
 DETAILED BUDGET NARRATIVE  
 CATEGORY G – OTHER**

*Directions: List accreditation costs in the other category.*

OTHER	Quantity	Unit Price	Federal Funds Request
<b>TOTAL</b>			

**Budget Narrative:**

Provide an explanation of the category. The narrative should serve as an explanation of the figures. Use additional pages, if necessary.