**Attachment A**: **Small Grant Budget Template**

Please include budget details and calculations in addition to the total expenses for each category.An Excel budget template is available [here](https://www.minotstateu.edu/busoffic/pages/gc-sample-budget.shtml) to assist you in preparing your budget, as needed.

|  |  |  |
| --- | --- | --- |
| **Project Title:**  **Faculty Name:** | | |
| **Budget Narrative Description** | **Expense Total** | **Timeline for Use** |
| **Student Assistance**  *MSU student employment wage* [*guide*](https://www.minotstateu.edu/hr/_documents/policies/student-wages.pdf) |  |  |
| (# students x # hours x rate = total) |  |  |
| **Student Assistance Fringe Benefit**  *Part-time/temporary employee rate is based on 7.65% for Social Security and 1.06% for Workers Compensation.*  (Student wage total x **8.71%** fringe rate = total) |  |  |
|  |  |
|  | | |
| **Travel (for research purposes only)**  *MSU travel* [*guidelines*](https://www.minotstateu.edu/busoffic/documents/faculty-staff/important_travel_information.pdf)  *Mileage* [*info*](https://www.minotstateu.edu/busoffic/pages/mileage-information.shtml)*, in-state rate $.655/mile)*  *Lodging in-state rate $107/night including tax*  *Per diem in-state rate $45/day*  *Out-of-state per diem rate* [*guide*](https://www.gsa.gov/travel/plan-book/per-diem-rates) |  |  |
| Airfare (estimated cost) |  |  |
| Mileage (# miles x per mile rate = total) |  |  |
| Lodging (# nights x price = total) |  |  |
| Per diem - (per diem rate x # days = total) |  |  |
|  | | |
| **Supplies** *(itemize)* |  |  |
|  |  |
|  |  |
|  | | |
| **Equipment** *(itemize)* |  |  |
|  |  |
|  |  |
|  | | |
| **Other anticipated expenses** *(itemize)* |  |  |
|  |  |
|  |  |
|  | | |
| **Total** *(not to exceed $3,000)* |  |  |
| **Important:** No expenses may occur prior to **July 1, 2024**. Projects must expend or encumber all expenses by **June 30, 2025**. |  | |