

Appendix D: Budget Proposal Template

NJ Regional Team Grant Preliminary Budget Proposal

This preliminary budget should include all costs from across the Regional Team. Please include separate rows for the cost of each Regional Team entity, including staff members, fringe rate and costs, travel, supplies, and subcontractor costs. *The rows that are italicized and gray are examples and may be removed.* Greyed out boxes indicate that items are not needed for the budget category. You may add rows as needed. Please include the total preliminary budget at the bottom. *Please note that the submitted budget is not final, and upon award will be finalized in conjunction with DEP.*

Budget Category	Organization	Title/Role	Name	Rate/hour	Total Hours	Total Cost
Personnel (use one row for each staff member across the Regional Team)						Total: \$
Personnel	Pennington Borough	Administrator	GP Caminiti	\$86.29	50	\$4,314.50
Personnel	Pennington Borough	Deputy Borough Clerk	Robin Tilou	\$41.80	40	\$1,672.00
Personnel	Pennington Borough	Emergency Mgmt Coord.	Robert Ingram	\$30.00	20	\$ 600.00
Personnel	Pennington Borough	Chief Financial Officer	Lubna Maneer	\$62.50	40	\$2,500.00
Fringe (xx%) (calculate fringe for each municipality, applied to all staff listed in Personnel)						Total: \$9,086.50
<i>Fringe (53%)</i>	<i>Pennington Borough</i>					<i>\$4,815.85</i>
Subcontractors* (Municipal consultant fees are not eligible)						Total: \$13,902.35
<i>Subcontractor</i>	<i>N/A</i>					<i>N/A</i>

Community-based Organizations (each CBO should have their own row; provide the total anticipated cost for each CBO)				Total: \$
<i>CBO 1</i>				<i>N/A</i>
<i>CBO 2</i>				<i>N/A</i>
Travel				Total: \$
<i>Travel</i>	<i>Pennington Borough</i>			<i>\$150.00</i>
Supplies				Total: \$
Supplies	Pennington Borough			\$500
Other				Total: \$
<i>Other</i>				<i>N/A</i>
Total Preliminary Budget				\$14,552.35

*Please note that municipal consultant fees and contracted engineer/planning firm fees are not reimbursable under this program; they should not be included under subcontractors. If the Regional Team would like to use their funding for alternative options, such as an arts campaign or marketing campaign, a subcontractor can be acquired under this line item.