

RAILS Community Outreach Contract - Program Line-Item Budget

Budget and Narrative Instructions

1	Use this template for the RAILS Community Outreach budget request. Do not delete, rename,
2	Many of the cells in this worksheet have been locked to prevent the inadvertent deletion of formulas
3	Open the " Budget Summary " tab and enter the Lead Applicant information in rows 7-11. Use the full, legal
4	Open the " Personnel " tab. Lead Applicant name in cell B7 will be automatically completed using the
5	On the "Personnel" tab, enter proposed expenses on each line item as applicable. Expenses for line items will
7	Complete Column I with a budget narrative for both grant and non-grant funding. The budget narrative is not
8	Complete steps 4-7 for the remaining tabs of " Operating Expenses ," " Travel ," " Equipment ," and
9	If you have any questions about completing this budget worksheet, please send your question to

Fiscal Year 2027

RAILS Community Outreach Contract Summary

A. GENERAL INFORMATION

Contractor:	
Street Address:	
City:	Zip:
Point of Contact:	
Federal Taxpayer ID:	

B. BUDGET SUMMARY

	Contract Funding
Personnel	\$0.00
Supplies	\$0.00
Travel	\$0.00
Equipment	\$0.00
Grand Total	\$0.00

PERSONNEL BUDGET
FISCAL YEAR 2027

Contractor:

CATEGORY/LINE ITEM				Budget Narrative
Position	Hourly Rate	# of Hours	Contract Funding	For each line item where funding is proposed, enter below the calculations that show how
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
Total Budget for Personnel			\$0	

SUPPLIES BUDGET
FISCAL YEAR 2027

Contractor:

CATEGORY/LINE ITEM		Budget Narrative
Description	Contract Funding	For each line item where funding is proposed, enter below the calculations that show how the
Communications		
Postage		
Advertising		
Office Supplies		
Printing/Duplication		
Information System		
Total Budget for Operating Expenses	\$0	

TRAVEL BUDGET
FISCAL YEAR 2027

Contractor:

CATEGORY/LINE ITEM		Budget Narrative
Description	Contract Funding	For each line item where funding is proposed, enter below the calculations that show how the
Mileage		
Meals		
Lodging		
Conference Registration Fees		
Total Budget for Operating Expenses	\$0	

EQUIPMENT BUDGET
FISCAL YEAR 2027

Contractor:

CATEGORY/LINE ITEM		Budget Narrative
Description	Contract Funding	For each line item where funding is proposed, enter below the calculations that show how the
Equipment / Technology		
Equipment / Technology		
Total Budget for Equipment	\$0	