**WDH 2020 Budget Proposal**

**Describe the project’s budget using the form below.**

* **Each line of the budget form will contain two numbers; one number for “Grant Funds Requested” and one number for “Other Funding.”**
* **Please include any digitization equipment provided by your library or another institution under ‘Other Funding.’**
* **Use the column labeled “Description” for very brief notes or to reference the narrative included on a separate page.**
* **Round amounts listed to the nearest dollar.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Grant Funds**  **Requested** | **Other**  **Funding** | **Describe Use of Funds**  **(Brief note or reference)** |
| All Staff Salary, Wages, and Benefits1 |  |  |  |
| Contracts with others |  |  |  |
| Travel and Training2 |  |  |  |
| Equipment under $5,000  (including software) |  |  |  |
| Equipment over $5,0003 |  |  |  |
| Expendable Supplies or Materials |  |  |  |
| **Indirect costs** 4 |  |  | **% rate:** |
| **Other-Itemized** |  |  |  |
| **TOTAL REQUEST** (Total not to exceed $8,000.) |  |  |  |

1. This category is for library staff working hours in excess of their normally scheduled hours.
2. This is only for costs related to the digitization project and cannot include any costs for food.
3. Prior approval from WSL and our LSTA federal officer is always required.
4. Include a copy of your negotiated federal rate, if appropriate.