

## SAMPLE Budget Template

### Instructions:

For each bolded category, enter the total amount in the bolded row and provide an itemized breakdown of expenses in the sections beneath it.

Please provide a detailed breakdown of how the \$15,000 grant funds will be allocated (e.g., staff time, travel costs, registration fees for Ohio Problem Gambling Conference, materials, anticipated deliverables, etc.).

Be sure to include descriptions for all listed expenses. Any costs that do not fit into the designated sections should be entered under Other, with a detailed description.

<b>Personnel</b>	<b>\$6,500.00</b>	Salaries for team members to participate in meetings/action items
<b>Fringe</b>	<b>\$650.00</b>	10% of salaries
<b>Travel</b>	<b>\$1,570.00</b>	
Mileage	\$500.00	Driving to/from the Ohio Problem Gambling Conference for 4 staff
Airfare	\$	
Lodging	\$870.00	Ohioan hotel rooms for Ohio Problem Gambling Conference for 2 nights for 4 staff
Meal Per Diem	\$200.00	4 staff meals for 2 nights for the Ohio Problem Gambling Conference
<b>Supplies</b>	<b>\$4,500.00</b>	
Printing/Copying	\$3,000.00	Marketing materials; Incentives for treatment staff to get certified; Purchase Stacked Deck
Subscriptions	\$1,500.00	Changes to EHR to include gambling services; GAMB licensure fees
<b>Contractual</b>	<b>\$</b>	
Personal Service Contracts	\$	
Honorarium	\$	
Stipends	\$	
<b>Other</b>	<b>\$1,780.00</b>	
Conference/Training	\$980.00	Stages Training for 7 people
Registration	\$800.00	Ohio Problem Gambling Conference for 4 staff members
Food	\$	
<b>Indirect Costs</b>	<b>\$</b>	
Rent/Lease	\$	
Insurance	\$	
Phone Bill/Utilities	\$	
<b>TOTAL</b>	<b>\$15,000.00</b>	

PGNO is committed to providing leadership & innovation to enhance Ohio's problem gambling service system through collaboration, advocacy, and support.



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