**LEAF Project Budget**

List and briefly describe your expected expenses in as much detail as you can in the table below**. Complete and attach this document when submitting your proposal via the online form.** Funds **may not** be used to supplant existing funding, for food, capital expenses, or lobbying. Maximum budget of $5,000. *Add rows as needed.*

|  |  |  |
| --- | --- | --- |
| **Category** | **Item/Description** | **Amount** |
| **Personnel**  Not to exceed 25% of project award. Please list individual(s), title, and agency |  |  |
|  |  |  |
| **Travel**  Not to exceed 10% of project award. |  |  |
|  |  |  |
|  |  |  |
| **Materials and supplies** |  |  |
|  |  |  |
|  |  |  |
| **Promotion** |  |  |
|  |  |  |
| **Incentives**  Not to exceed 10% of the project award (cannot be direct cash). |  |  |
|  |  |  |
| **Total** |  |  |