# Care for Staff 2.0
# Grant Budget Template

**Project name: _____**

**Organization:_____**

**Total grant request: $ _____**

| Expense category | Description / notes | Amount requested ($) |
|---|---|---|
| Professional Services | External expertise, consultants, facilitators | |
| Training & Development | Course fees, trainers, materials | |
| Materials & Supplies | Project-related supplies: printing, food/coffee/muffins, items or activities for staff recognition, etc. | |
| Travel & Accommodation | Transportation, lodging, meals for project activities | |
| Technology / Equipment | Software, licenses, subscriptions to apps, etc. | |
| Communications & Outreach | Promotion, awareness, translation, accessibility supports | |
| Enhancements to Physical Spaces | Purchase, renovation or upgrades to furniture, décor, wellness rooms, etc. for staff) | |
| Backfill Support | Costs to cover staff relief | |
| | **Total** | |

**Notes for Applicants**

- Please complete a budget for each site-based project and/or each organization-wide project
- **Backfill Support**
  - You may request up to 15 % of each site's total eligibility to cover costs related to backfilling staff
- Be prepared to explain how each expense supports the project goals (we may reach out to ask for additional information)
- Attach quotes or estimates where possible.
- Round amounts to the nearest dollar.