

Appendix A – Capital Based Budget Format

Reference document for itemized Capital-Based Budget format to be completed in the Grants Gateway application for **Capital Grants for the Preservation, Expansion and/ or Restructuring of Children's Mental Health Clinics and RTFs RFP**.

Note: This is a **sample** budget only, intended to display the Capital Budget format.

The "**Capital Budget**" section can be found under the "**Application Forms**" Menu.

Applicants will complete itemized projected expenses for each category (Design, Acquisition, Construction, Administration, Other) in addition to the Capital Summary in the Capital Budget section of Grants Gateway.

Capital Summary instructions: Distinguish expenses between State **Grants Funds** (requested under current Grant Application) and **Other Funds** (alternate sources if applicable) out of **Total** category cost of various items under each category.

Check the **Total** matches to the **Period Total** which is **Total Grants Fund Requested** amount.

SAVE
CHECK GLOBAL ERRORS

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CAPITAL SUMMARY

Instructions:

1. Adjust the values in the Grant Funds, Match Funds & Other Funds so their sum matches the "Total" column.
2. The "Total" values are pulled from the "Category Cost" field found at the bottom of each budget category form.
3. Select the **Save** button to save your work frequently.
4. Click Forms menu to return to the navigation links.

Category of Expense	Grant Funds *	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Scoping and Pre Development	\$0.00	\$0.00	%	0%	\$0.00	\$0.00
2. Design	\$0.00	\$0.00	%	0%	\$0.00	\$0.00
3. Acquisition	\$0.00	\$0.00	%	0%	\$0.00	\$0.00
4. Construction	\$0.00	\$0.00	%	0%	\$0.00	\$0.00
5. Administration	\$0.00	\$0.00	%	0%	\$0.00	\$0.00
6. Work Capital/Reserves	\$0.00	\$0.00	%	0%	\$0.00	\$0.00
7. Other	\$0.00	\$0.00	%	0%	\$0.00	\$0.00
Total	\$0.00	\$0.00	0%	0%	\$0.00	\$0.00
Period Total	\$0.00	\$0.00				