

**ONE STEP AWAY Complete College Maryland State Grant  
BUDGET SUMMARY (use this Excel format)**

Higher Education Institution: \_\_\_\_\_  
Project Title: \_\_\_\_\_

SOURCE OF FUNDS				
	COLUMN 1 Grant Funds REQUESTED	COLUMN 2 **INSTITUTION CONTRIBUTION	COLUMN 3 ***OTHER CONTRIBUTION	COLUMN 4 TOTALS
A. Salaries & Wages				
Professional Personnel				
[List each by name followed by title in brackets]				
1				
2				
3				
4				
Other Personnel (list categories & # of each in brackets)				
5. [ ]				
6. [ ]				
7. [ ]				
8. [ ]				
Total Salaries and Wages				
B. Fringe Benefits				
C. Travel				
D. Equipment				
1				
2				
E. Materials and Supplies				
F. Consultant and Contractual Services				
G. Other (specify)				
1				
2				
H. Total Direct Costs (A through G)				
I. Total Indirect Costs (max. 8% of H)				
J. Total (H and I)				

\*Include all grant-funded expenses.

\*\*Include any contributions from applicant institution in this column. Include both cash and in-kind contributions, distinguishing in the budget narrative which type of contribution is provided for a given item.

\*\*\*Include any contributions from other partners in the grant project in this column.