



COMMUNITY ENVIRONMENTAL PROJECT FUND BUDGET TEMPLATE

Contact Information:

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<https://de.gov/cepf>

The Budget can be submitted on the Budget Template or as an Excel or PDF document. All budget line items must be aligned with an activity or milestone and be reasonable for the described expense.

Organization Name: _____ Requested CEPF Amount: _____

Project Manager: _____ Project Title: _____

Budget Item	Definition	Description of Cost (make as detailed as possible)	Total
Supplies	Supplies are items that are single use and would require replacement to be used again. Supplies can be, paper, pens, staples, etc.		
Materials	Materials are items that are typically singulary used in completion of the project. Materials can be building materials, paint, etc.		
Equipment	Equipment is defined as a long-term asset. Equipment can be any item you plan on using again in the future, such as, shovels, rakes, etc.		
Communication costs	Communication costs can be any outreach associated with the project. These can include holding community meetings, creating handouts, other promotional materials.		
Incentives	Incentives for partipants or volunteers should be detailed and clearly linked to the identified need and stated activities.		
Contractual	CEPF funds should not be used for personnel costs. Any costs for contracted services or consultants should be clearly linked to the identified need and stated activities. Include professional development and training costs here.		
Travel costs	Transportation costs directly related to the major activities, including expenses for all modes of transportation, lodging, meals, automobile expenses, and mileage reimbursement.		
Milestone payment*	*For organizations with annual budgets of \$50,000 or less, up to 10% of the project budget can be allocated to the milestone schedule and the achievement of specific deliverables		
Other	Other costs not listed above that are necessary for successful completion of the project. These costs may require additional review.		