**COST ESTIMATE TEMPLATE**

Line items below are examples – edit to reflect items applicable to the proposed project.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Tasks/Elements** | **Total Costs** | **Unit Price** | **Unit of Measure** | **Quantity** | **YCA Grant** | **Other Funding if applicable** | **Other Funding if applicable** |
| **Personnel/Payroll Services** |  |  |  |  |  |  |  |
| * Youth Camp Manager |  |  |  |  |  |  |  |
| * Field Trip Coordinator |  |  |  |  |  |  |  |
| * Support staff |  |  |  |  |  |  |  |
| * Administrative (accounting, payroll, etc.) |  |  |  |  |  |  |  |
| * Youth stipends |  |  |  |  |  |  |  |
| * Staff training (cultural, trauma informed, driver training/licensing) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Materials and Supplies** |  |  |  |  |  |  |  |
| * Program materials (brochures, printing, etc.) |  |  |  |  |  |  |  |
| * Camping supplies |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Transportation** |  |  |  |  |  |  |  |
| * Acquire eco-friendly clean vehicle |  |  |  |  |  |  |  |
| * Two years insurance to support two-year programming |  |  |  |  |  |  |  |
| * Fee for leasing/renting vehicle |  |  |  |  |  |  |  |
| * Funding acknowledgement sign |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Field Trips** |  |  |  |  |  |  |  |
| * Entrance fees |  |  |  |  |  |  |  |
| * Lunches |  |  |  |  |  |  |  |
| * Sundry items (sunscreen, journals, backpacks, life jackets, etc.) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Overhead** *(not to exceed 15% of direct costs)* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Contingency** *(not to exceed 10% of grant)* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **PROJECT GRAND TOTAL** |  |  |  |  |  |  |  |

* All invoices and receipts for all project expenditures from all funding sources will be retained and made available in the event of any future State Audits. Applicant must demonstrate that all costs, including personnel salaries were incurred for the discrete project.
* A customizable cost estimate template can be found at <http://resources.ca.gov/grants/youth/>