

Sample Business Proposals



EPA Federal Government Grant Proposal #2

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APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: Application Construction Pre-application Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
Non-Construction		4. DATE RECEIVED BY FEDERAL	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: Arizona Department of Environmental Protection		Organizational Unit: Waste Programs	
Address (give city, county, state, and zip code): 2030 North Washington Avenue Phoenix, AZ 85007 Sheraton County		Name and telephone number of the person to be contacted on matters involving this application (give area code) John Smith, (602) 000-0000	
6. EMPLOYER IDENTIFICATION		7. TYPE OF APPLICANT: (enter appropriate letter in box)	
1	2	3	4
5	6	7	8
9			
8. TYPE OF APPLICATION: New Continuation Revision If Revision, enter appropriate letter(s) in box(es): A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): Revised Application		A. State H. Independent School Dist. B. County I. State Controlled Institution of Higher Learning C. Municipal J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Inter-municipal M. Profit Organization G. Special District N. Other (Specify):	
		9. NAME OF FEDERAL AGENCY: U.S. E.P.A. – Pollution Prevention	
10. CATALOG OF FEDERAL DOMESTIC TITLE: Pollution Prevention		6	6
		7	0
		8	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): Statewide		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Pollution Prevention Grant	
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date 00/00/0000	Ending Date 00/00/0000	a. Applicant 02 b. Project 1,2,3,4,5,6	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372	
a. Federal	\$85,000 .00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE	
b. Applicant	\$.00		
c. State	\$85,000 .00	b. NO. PROGRAM IS NOT COVERED BY E.O. 12372	

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Budget Information

BUDGET INFORMATION – Non Construction Programs

Section A – BUDGET SUMMARY

Estimated Unobligated Funds New Or Revised

Budget

Grant Program Function Or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Federal (c)	Non- Federal (d)	Federal (e)	Non- Federal (f)	Total (g)
1. FY 00	66.708			\$85,000		\$85,000
2. FY00					\$85,000	\$85,000
3.						
4.						
5. Totals				\$85,000	\$85,000	\$170,000

SECTION B – BUDGET CATEGORIES

GRANT PROGRAM, FUNCTION OR ACTIVITY

6. Object Class Categories	FY 00 Federal			FY00 State Match		Total
a. Personnel	\$39,000			\$44,573		\$83,573
b. Fringe Benefits	\$9,297			\$10,698		\$19,995
c. Travel	\$2,300					\$2,300
d. Equipment						
e. Supplies	\$1,680					\$1,680
f. Contractual	\$4,000					\$4,000
g. Construction						
h. Other						
i. Total Direct Charges (sum 6a+6h)	\$56,277			\$55,271		\$111,548
j. Indirect Charges	\$23,987			\$27,607		\$51,589
k. Totals (sum of 6i and 6j)	\$80,264			\$82,873		\$163,147
7. Program Income						

Standard Form 424A (4-88)

Prescribed by OMB Circular A-102

Project Budget

Arizona Pollution Prevention Grant Cooperative Agreement

Third Year (00/00/0000 thru 00/00/0000)

	FY 00 New	FY00 State Match	Total
Personnel Costs	\$38,736	\$44,573	\$83,309
Fringe Benefits: Fringe Benefits are computed at 24% for Federal Funds and 24% for State Match Funds for the DEP	\$9,297	\$10,698	\$19,999
Travel: Out of State (see separate travel list)	\$1,400		\$1,400
In-State: In-State travel cost based on State authorized mileage and per diem rates	\$900		\$900
Equipment			
Supplies	\$1,680		\$1,680
Other: Training – Travel and Registration Fees			
Contractual (see separate Contractual List)			
Indirect	\$23,987	\$27,602	\$51,589
Total	\$80,000	\$82,873	\$158,877

Federal Grant Personnel

BUDGET CATEGORIES INFORMATION (FROM SF-424, SECTION B TOTALS)

ARIZONA POLLUTION PREVENTION GRANT

Federal Grant Personnel (FY 0000)

Include and Indicate Vacant Positions

Position Title 1		Section 2	Annual Salary 3	Work Years (decimal) 4	Personnel Costs 5
Environmental Health Specialist II			\$33,090	0.68	\$22,501
Environmental Health Specialist II			\$30,949	0.50	\$15,475

Personnel Category Totals	1.18	\$37,975
Additional Personnel Costs – Pay Raise		\$ 760
Fringe Benefits Total: 0.2400		\$ 9,297
Indirect Totals 0.4994		\$23,987
Grand Total Personnel Costs		\$72,020



S A M P L E

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