**QAC Micro Ag Sample Project Budget**

| **Budget Category** | **Item Description** | **Grant Amount Requested ($)** | **Cash or In-Kind Contribution** | **Explanation of Expense** |
| --- | --- | --- | --- | --- |
| **Marketing & Advertising** | Example: Website Development | $1,000 | $500 (in-kind website design) | To create a marketing website for the business. |
| **Technology & Equipment** | Example: New Irrigation System | $2,500 | $0 | To install energy-efficient irrigation system for improved crop yields. |
| **Capital Improvements** | Example: Building Storage Shed | $3,000 | $0 | For construction of a new shed to store equipment and supplies. |
| **Climate Resiliency** | Example: Solar Panels Installation | $4,500 | $500 (cash) | To install solar panels for energy efficiency. |
| **Research & Development** | Example: Soil Testing | $600 | $0 | For lab testing of soil health to improve crop productivity. |
| **Animal Welfare** | Example: Animal Care Equipment | $800 | $300 (in-kind labor) | To purchase new equipment for animal health and safety. |
| **Agritourism Projects** | Example: Farm Tour Setup | $1,200 | $0 | To set up educational tours for visitors to learn about sustainable farming practices. |
| **Other** | Example: Miscellaneous | $500 | $0 | Any other expenses that are directly related to the project. |

**Total Project Budget:**

*Total of all line items and contributions listed above*

**Total Grant Request: $** [Calculated Total]

**Instructions for Applicants:**

1. **Budget Categories:** Select the category that best fits your expense (the ones in the sample above are just examples—please customize the budget form to fit your project). If your project involves multiple categories, list each expense under the most appropriate one.
2. **Item Description:** Briefly describe what the item is (e.g., "Marketing Materials," "New Equipment for Livestock Care").
3. **Grant Amount Requested:** Specify the amount of funding being requested for each individual item or service. Ensure that the costs are reasonable and necessary for the project, and can’t be funded any other way.
4. **Cash or In-Kind Contributions:** Indicate if there are any cash contributions you will apply toward the project or any in-kind contributions (e.g., donated services, materials, or labor). For in-kind contributions, provide the approximate value.
5. **Explanation of Expense:** Include a brief explanation of how the expense will support your business’ growth and expansion. Be specific about the expected outcomes and why the expenditure is important.

**Additional Instructions for Submitting the Budget:**

* **File Upload:** After filling out this budget template, upload it with your application as part of the **Required Documentation**.
* **Partial Funding:** If you are applying for partial funding, clearly indicate which items of the project will still be feasible if you only receive part of the requested amount.