

Example GIT Deliverables Table:

Table 1. Project Deliverable and Timeline				
Report #	Reporting Period	Description of Project Deliverables	Due Date	Invoice Amount
1	MM/DD/YYYY to MM/DD/YYYY	The deliverable(s) include: <ul style="list-style-type: none"> • Agenda and detailed meeting notes from project initiation meeting (Word) • List of steering committee members (Excel) • Draft interview/focus group questions (Word) • List of potential people to interview (Excel) • Draft (Word) and final (PDF) workplan 	MM/DD/YYYY	\$XXXX
2	MM/DD/YYYY to MM/DD/YYYY	The deliverable(s) include: <ul style="list-style-type: none"> • Detailed notes compiled from all interviews and focus groups (for project record, internal reference by GIT Technical Lead) (Word) • Draft findings report (PDF) 	MM/DD/YYYY	\$XXXX
3	MM/DD/YYYY to MM/DD/YYYY	The deliverable(s) include: <ul style="list-style-type: none"> • Project steering committee meeting agenda and detailed notes (Word) • Draft of recommendations for the report (Word) 	MM/DD/YYYY	\$XXXX
4	MM/DD/YYYY to MM/DD/YYYY	The deliverable(s) include: <ul style="list-style-type: none"> • Project steering committee meeting agenda and detailed notes (Word) • Draft project report (Word) 	MM/DD/YYYY	\$XXXX
5	MM/DD/YYYY to MM/DD/YYYY	The deliverable(s) include: <ul style="list-style-type: none"> • Final project report (PDF) • Final presentation to steering committee and meeting minutes 	MM/DD/YYYY	\$XXXX

		(PowerPoint and Word) <ul style="list-style-type: none"> Fact sheet summarizing project (PowerPoint) 		
TOTAL				\$XXXX (make sure value matches your requested amount in your budget)

Example Budget for GIT:

Common budget categories used in proposals submitted through the GIT program include personnel, contractual, and indirect. Different budget categories, such as travel or supplies, might be applicable depending on the proposed work to satisfy the scope of work.

The Trust’s Indirect and Fringe Benefits Guidance and Policy document explains that the Trust’s general policy is to allow organizations to request up to 10% of the sum of the direct costs as an indirect cost: <https://cbtrust.org/wp-content/uploads/Indirect-Rate-Policy-updated-012324.pdf>. Indirect over 10% is allowed through this program if you’re able to provide a federally Negotiated Indirect Cost Rate Agreement (NICRA) with your proposal.

“Qty Requested” is usually used to communicate how many hours you expect that specific project member will contribute to the project.

Chesapeake Bay Trust - Application Budget Worksheet											
Applicant Name:		Enter your Organization Name				Title:		Enter your Project Title			
SUMMARY TABLE		Amount Requested	% Indirect	Cash Match	In-Kind Match	Total					
Total personnel	\$	15,550		\$ -	\$ -	\$ 15,550	<p>Note: Gray cells will automatically fill and self-calculate. Only enter data in the white cells.</p> <p>Refer to the RFP for the allowable percentage of indirect costs.</p>				
Total supplies	\$	-		\$ -	\$ -	\$ -					
Total contractual	\$	-		\$ -	\$ -	\$ -					
Total travel	\$	-		\$ -	\$ -	\$ -					
Total field trip fees	\$	-		\$ -	\$ -	\$ -					
Total other	\$	-		\$ -	\$ -	\$ -					
Total direct costs	\$	15,550		\$ -	\$ -	\$ 15,550					
Indirect	\$	1,550	9.97%	\$ -	\$ -	\$ 1,550					
TOTAL	\$	17,100		\$ -	\$ -	\$ 17,100					
Budget Item	Budget Category	Qty Requested	Cost per Unit Requested	Amount Requested	Cash Match	Source of Cash Match					
Project Lead	personnel	200	\$ 30	\$ 6,000							\$ 6,000
Project Lead, Fringe	personnel	200	\$ 8	\$ 1,600							\$ 1,600
Project member #2	personnel	100	\$ 50	\$ 5,000							\$ 5,000
Project member #2, fringe	personnel	100	\$ 12	\$ 1,200							\$ 1,200
Project member #3	personnel	50	\$ 28	\$ 1,400							\$ 1,400
project member #3, fringe	personnel	50	\$ 7	\$ 350							\$ 350
indirect	indirect	1	\$ 1,550.00	\$ 1,550							\$ 1,550
				\$ -							\$ -