

FTS Institute Budget Categories
August 31, 2022

Category:	Details:	Example:	Notes:
Staff	Program Staff	25% of Professional Learning Director	
	Communications		
Fringe Benefits		22%	
Contractual	Evaluation	5-10%	
	Presenters	\$75 panelists; \$250 workshops	
	Coaches	\$2500/yr	
	Partner Orgs		
Supplies	Flipcharts, markers, books, printing, cooking supplies, etc		
Equipment	Rental tents, tables, chairs, etc		
Travel	Meals	We use GSA per diem rates for each participant	
	Lodging	We use GSA per diem rates for each participant	
Indirect	Accounting, phone, etc	10%	

***For some grants we have calculated a *per team* cost of \$6,000-7500 to cover all Institute expenses for the year**

****We typically charge Teams around \$600 per team for registration fees**