



Ready to Read Grant Application

Budget Worksheet

Instructions

We are trying to best reflect how Ready to Read dollars are leveraged in Oregon communities every year. We want to better capture these leveraged dollars as well as understand the complete costs of your Ready to Read projects. Please do your best to capture the *full expenses* - whether money, time, or other resources - required to complete your Ready to Read project.

Terms and Definitions

- **Ready to Read:** The funds you are requesting through this application. Please check proposed grant amounts for the amount your library will receive, as well as additional budget resources: <https://www.oregon.gov/Library/libraries/Pages/Ready-to-Read.aspx>
- **In-Kind :** The value put on materials, equipment, staff time, or services that are given without charge to the library. You should be able to substantiate the value assigned to the contributions and how they assist the project. For example, salary for staff hours to develop and implement a summer reading program may come from the Library Budget. List items coming from the Library Budget in the In-Kind columns.
- **Other Sources :** Money that may be contributed by other public agencies and institutions, private organizations, and/or individuals. For example, from your Library Foundation or Friends group.

This budget worksheet includes the following categories with detailed descriptions under each title:

- Salaries, Wages, Benefits
- Library Materials
- Equipment, Furniture, or Fixtures
- Contracted Services
- Travel
- Supplies/Other

Please fill out your anticipated spending in each category necessary to complete your project. Check the box to note if the spending covers your Early Literacy project or your Summer Reading project. *If your project will not require funds from a certain category, it is okay to leave that category blank.*



1. Salaries, Wages, Benefits

Include all salaries, wages, and fringe benefits paid to staff directly contributing to the project, regardless of funding type (Ready to Read/In-Kind/Other Sources). Descriptions should include position titles (but not individual names) and number of hours, dollars per hour, and FTE. Please round amounts to the nearest dollar.

Category	Item	Description	Ready to Read	In-Kind	Other Sources	Total
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
Subtotals						



2. Library Materials

Include books, periodicals, audiovisual formats, microforms, and other library materials to add to the library's cataloged collection. Giveaway books are not considered Library Materials and should be reported under Supplies/Other. Please round amounts to the nearest dollar.

Category	Item	Description	Ready to Read	In-Kind	Other Sources	Total
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
Subtotals						



3. Equipment, Furniture, or Fixtures

Include single items valued at \$2,000 or more per unit; items costing \$1,999 or under are considered small equipment and are reported under Supplies/Other. This category could include shelving units or tech equipment that will live in the library and not be circulated. Please round amounts to the nearest dollar.

Category	Item	Description	Ready to Read	In-Kind	Other Sources	Total
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
Subtotals						



4. Contracted Services

Include project activities to be undertaken by third-party contractors or vendors, including a formal partner. Examples include summer reading performers, database purchases, reference services, maintenance of equipment and vehicles, and building equipment lease and rental. Descriptions should include type of services provided. Please round amounts to the nearest dollar.

Category	Item	Description	Ready to Read	In-Kind	Other Sources	Total
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
Subtotals						



5. Travel

Include costs related to project activities and incurred by staff working on the project. Costs can include mileage to and from outreach sites, etc. Descriptions should include number of travelers, position titles, and types of travel expenditures, including how costs are calculated. Please round amounts to the nearest dollar.

Category	Item	Description	Ready to Read	In-Kind	Other Sources	Total
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
Subtotals						



6. Supplies/Other

Include costs for small equipment (less than \$1,999 per unit), communication costs, postage, duplication, publicity, etc. Descriptions should include quantities acquired and per-unit cost. Please record the cost of giveaway books under this section. Please round amounts to the nearest dollar.

Category	Item	Description	Ready to Read	In-Kind	Other Sources	Total
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
<input type="checkbox"/> Early literacy <input type="checkbox"/> Summer Reading						
	Subtotals					



7. Totals

	Ready to Read	In-Kind	Other Sources	Total
Grand Totals				

When you are finished, please save this document as *(Your Library Name) 2020 Ready to Read Budget*. Upload it into the grants portal in the Budget section. You will **also** take these final summary numbers and enter them into the online grants portal budget section.