

This is intended as a reference document. Please refer to the posted RFGP on OregonBuys for the official document.

Contents

Examples of Proposed Budget Summary Template.....1
 Template4

Budgets should match the proposed activities. Budget must be completed and uploaded through SmartSheet as an attachment. Proposed budgets may not be awarded in the amount requested, proposed budgets may be adjusted up or down at OHA’s discretion, depending on the funding available in each category and region. As a reminder the project period for this grant is 1 year.

Examples of Proposed Budget Summary Template

Example budgets are provided as an educational tool/reference. They are not meant to imply preference or be a directive for proposers.

Mini Grant Example 1: International Board-Certified Lactation Consultant (IBCLC) credential support: \$6800

Budget Description	Total Costs
Portland State University Undergraduate in state resident – Lactation Program Tuition (online certificate) 10 Credit hours + fees - Winter/Fall 2026	\$4,000
Study materials and books	\$1,500
IBCLC Exam – Late summer 2027	\$800
Administrative time to complete grant activities	\$500
Total Grant Cost	\$6,800

Example 2: THW/Doula Training Scholarships: 20,000 Mini Grant

Budget Description	Total Costs
Contractor time to support activities such as recruiting, processing payments, and onboarding.	\$4,000
Stipend for 3 new Doula/THW	\$3,600
3 Doula/THW Trainings cost	\$7,500
Travel costs to support rural births or attend training (mileage, hotel, meals and incidentals)	\$2,250
Indirect costs- 15%	\$2,602
Total Grant Budget	\$19, 952

Example 3: Developing and hosting Perinatal training: \$ 50,000

Budget Description	Total Cost
Project coordinator: Event planning, hosting outreach 25% FTE	\$16,000
Program manager: grant oversight and reporting 10% FTE	\$6,100
Fringe 20% and 7% employer payroll taxes	\$5,967
Cost of trainer: 2-day training for 50 people. Topics related to: (fill in topics) Perinatal health /setting up billing systems	\$7,700
Space rental	\$1,200
Food costs for 2 full day training: 50 people	\$2,000
6 online or in person community collective sessions- hosted by trainer or Doula mentor- focused on collective wellbeing, how to utilize lessons from training, Medicaid billing technical assistance. Payment to trainers/mentors.	\$1,500
Gift card incentives- for people who attend the follow up sessions. \$25/per person per session. Up to 20 people per session receive a gift card.	\$3,000
Indirect costs-15%	\$6,520
Total Grant Budget	\$49,987

Example 4: Doula Hub: \$ 100,000

Budget Description	Total Costs
Salary: Staff focused on organizational and systems infrastructure and grant deliverables 50% FTE (Base salary 60,000/per year)	\$30,000
Fringe benefits 20% and employer payroll taxes (7%)	\$8,100
Contractor(s) focused on billing/business operations/technical assistance related to billing	\$45,000
Travel for community collaboration efforts	\$400
Interpretation services utilized between billing technical assistance and Doulas who speak languages other than English	\$4,500
Billing software- initial purchase and x# of licenses for 1 year	\$2,900
Indirect costs- 10%	\$9,090
Total Grant Budget	\$99,990.00

Template

We are providing two example budget templates. Tailor the budget to meet your project needs. The project budget must align with proposed grant activities and allowable expenses.

Budget template (long version):

Project Title:

Organization:

Grant Period- 11/1/2026-10/31/2027

Description	Cost
Personnel (Role 1) FTE %	
Personnel (Role 2) FTE %	
Fringe Benefits % and employer payroll taxes	
Contracted Services	
Travel	
Training	
Supplies and Materials	
Other cost: (e.g.: Doula software license /upgrade)	
Other cost: (e.g.: Travel)	
Other cost: (e.g.: THW/Doula Scholarship)	
Other cost: (e.g.: Billing software)	
Other cost: (e.g.: Social media ads recruiting Doulas)	
Indirect Costs	
Total Budget:	

Project Title:

Organization:

Grant Period- 11/1/2026-10/31/2027

Description	Cost
Contracted Services	
Supplies and Materials	
Other cost: (e.g.: Doula software license /upgrade)	
Other cost: (e.g.: THW/Doula Scholarship)	
Indirect Costs	
Total Budget:	