

2023 GO HUMAN BUDGET DOCUMENTATION GUIDANCE

Please use the following examples and information to help collect supporting documentation for your Project Budget. Please note that each line item included in your Project Budget should be supported with documentation.

Safety Education Materials (Helmets, Bike Lights, Reflective Belts/Vests)

Description: Please include cost per unit, number of units, total cost including taxes and fees, and details of items provided.

Shopping Cart

8 Pack Bicycle Light, Silicone LED Bike Light Set, 4 PCS Bike Headlight and 4 Pcs Taillig... **\$9.99**

In Stock
Eligible for FREE Shipping & FREE Returns
 This is a gift Learn more

Qty: 60 | Delete | Save for later

Subtotal (60 items): **\$599.40**

Your order qualifies for FREE Shipping. Choose this option at checkout. See details

Subtotal (60 items): **\$599.40**
 This order contains a gift

Proceed to checkout

Customers Who Bought Items in Your Recent History Also Bought

Shopping Cart

Reflective Running Vest for Men Women, High Visibility Safety Vest with Large Pocket, Lightweight Reflective Running Gear for Motorcycle,Cycling,Jogging,... **\$21.99**

In Stock
Eligible for FREE Shipping & FREE Returns
 This is a gift Learn more

Color: 3 Pack Mesh Yellow
Qty: 5 | Delete | Save for later | Compare with similar items | Share

Reflective Running Vest for Men Women, High Visibility Safety Vest with Large Pocket, Lightweight Reflective Running Gear for Motorcycle,Cycling,Jogging,... **\$21.99**

In Stock
Eligible for FREE Shipping & FREE Returns
 This is a gift Learn more

Color: 3 Pack Mesh Pink
Qty: 1 | Delete | Save for later | Compare with similar items | Share

Subtotal (7 items): **\$170.93**
 This order contains a gift

Proceed to checkout

Customers Who Bought Items in Your Recent History Also Bought

- Reflective Bands for Wrist, Arm, Ankle, Leg... **\$6.99 - \$13.99**
- LED Safety Light (2 Pack) + Free Bonuses ...

Description	Qty	U/M	Total
10V BLKEPS BIKE HELMET BLUE XS	7	EA	62.65
10V BLKEPS BIKE HELMET GREEN XS	6	EA	53.70
10V BLKEPS BIKE HELMET PURPLE XS	6	EA	53.70
10V BLKEPS BIKE HELMET RED XS	6	EA	53.70
14V BLKEPS BIKE HELMET BLK-S/M	14	EA	125.30
14V BLKEPS BIKE HELMET BLU-S/M	12	EA	107.40
14V BLKEPS BIKE HELMET PUR-S/M	12	EA	107.40
14V BLKEPS BIKE HELMET RED-S/M	12	EA	107.40
14V BLKEPS BIKE HELMET BLU-L/XL	25	EA	223.75
14V BLKEPS BIKE HELMET PUR-L/XL	25	EA	223.75
14V BLKEPS BIKE HELMET RED-L/XL	25	EA	223.75
SHIPPING & HANDLING			225.00
Total			\$1,567.50

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Print Costs

Description: Include cost per unit, number of units, total cost inclusive of taxes, fees, and shipping, and details of services provided.

The screenshot displays a product page for 'Custom Yard Signs' and a 'My Cart' overlay. The product page includes a 4-star rating with 2474 reviews, a description of durable plastic lawn signs, and options for orientation (Horizontal/Vertical), shapes, size (18" x 24"), and grommets. The 'My Cart' overlay shows a product subtotal of \$300.30 and a total item cost of \$76.20 for 500 flyers.

Product Details:

- Rating: ★★★★★ 4 2474 Reviews
- Product Name: Custom Yard Signs
- Description: Yard signs stands sold separately. Build awareness (outdoors or inside) with durable plastic lawn signs. Explore fully customized templates and an easy design upload. We can help with your design. [Get FREE advice from See details](#)
- Orientation: Horizontal Vertical
- Shapes: [Dropdown]
- Size (W x D): 18" x 24" [Dropdown]
- Grommets: Grommets

My Cart:

- Product Subtotal: \$300.30
- Checkout: [Button]
- Item: Flyers
- Quantity: 500 [Dropdown] [Remove](#)
- Selected Options: [Dropdown]
- Item Total: \$76.20

Website Content:

- Logo: GotPrint.com Your Promotional Experts
- Navigation: All Products, Business Cards, Marketing Materials, Signs & Banners, Invitations & Stationery, Stickers & Labels, Gifts & Décor, Apparel, Industry, Services
- Breadcrumbs: Home >> Business Cards >> 250
- Product Title: 250 Business Cards
- Price: Prices starting from \$16.80
- Link: [Full pricing and details >](#)
- Feature List:
 - ✓ Variety of Premium Paper Stocks
 - ✓ High-Quality, Full Color Printing
 - ✓ FREE Instant Online Proof
- Buttons: [Design It Online](#), [Upload Your Design](#)
- Offer: [FREE SAMPLE KIT Request Now >](#)
- Product Details Tab: 14 pt. Gloss [Dropdown]
- Table:

QTY	FRONT	FRONT & BACK
100	\$9.80	\$16.80

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Website/Marketing

Description: Documentation for marketing services may show an hourly rate or a flat fee. For an hourly rate, the documentation should show hourly rate, number of hours, total cost, and details of services provided. For flat fee, the documentation should show the total cost for the services rendered.

Quantity	Details	Unit Price (\$)	Net Subtotal (\$)
3:00 Hours	- PHASE 1 - New Homepage slider with 5-7 high quality images. Includes time for image search from affordable stock resources	75.00	225.00

Item	Quantity	Price	Amount
Cream Digital Marketing Artwork for Flyers	1	\$150.00	\$150.00
Cream Digital Marketing Artwork for Instagram	1	\$350.00	\$350.00
Cream Digital Marketing Develop Video & Pictures	1	\$1,500.00	\$1,500.00

Venue Fees

Description:

- **Hourly rate:** Documentation should show the hourly rental rate, the number of hours, and the total cost inclusive of fees. If you are providing a rate sheet, highlight the rate for your project’s venue rental.
- **Flat fee:** Documentation should show the total cost associated with a venue rental.

TYPE OF FEE	CURRENT FEES			
	Core Program Partner	Community Program Partner	Non-Profits	Commercial
INDOOR FACILITY RENTAL				
Training Room (4 hour minimum)	\$0	\$28/hour	\$37/hour	\$52/hour
Indoor Warming Kitchen	\$0	\$40/event	\$60/event	\$90/event
Outdoor Full Service Kitchen	\$0	\$55/event	\$85/event	\$125/event
OUTDOOR FACILITY RESERVED USE				
Special Event, Non-Playing Field Areas	\$0	\$188/acre/day	\$375/acre/day	\$565/acre/day
Outdoor Kitchen	\$0	\$120/event	\$180/event	\$270/event
Parking Lot, Exclusive Use 0-20 Spaces	\$0	\$185/day	\$280/day	\$415/day
Parking Lot, Exclusive Use 21-50 Spaces	\$0	\$365/day	\$550/day	\$820/day
Parking Lot, Exclusive Use 51+	\$0	\$815/day	\$1,225/day	\$1,835/day
DEPOSITS				
Security Deposit	\$0	\$50/facility	\$50/facility	\$50/facility

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Equipment Rentals

Description:

- **Hourly rate:** Documentation should show the hourly rental rate, the number of hours, and the total cost inclusive of fees. If you are providing a rate sheet, highlight the rate for your project’s venue rental.
- **Flat fee:** Documentation should show the total cost associated with a venue rental.

Qty.	Item Number	Description	Show Rate	per unit	total
Audio Package					
2	QSC K8	8in, 1000 watt powered speaker (black grill)	1	55	110
2	DR Pro DR 750	Speaker stand, heavy duty (black)	1	5	10
1	Shure SM 58	Wired Vocal Microphone	1	15	15
1	Soundcraft MPX 6	6 mic + 4 line, audio mixer, compact	1	15	15
1	Cable Trunk	XLR, Power Cable, Power strips, Gaff Tape	1	0	0
1	Monster Cable	1/8 inch to stereo plug, laptop, mp3 connector	1	0	0
Audio Package					150.00

Special Events Permits

Description: Documentation should show the description of the permit and total cost.

Description	Total										
Tier I - Application Fee	102.00										
Tier I - Permit Fee	465.00										
Fire - Spot Check	390.00										
<table border="1"> <tr> <td>Subtotal</td> <td>\$957.00</td> </tr> <tr> <td>10% Administrative Fee</td> <td>\$95.70</td> </tr> <tr> <td>Total</td> <td>\$1,052.70</td> </tr> <tr> <td>Less Payments(s) Received</td> <td>\$1,052.70</td> </tr> <tr> <td>Total Due</td> <td>\$0.70</td> </tr> </table>		Subtotal	\$957.00	10% Administrative Fee	\$95.70	Total	\$1,052.70	Less Payments(s) Received	\$1,052.70	Total Due	\$0.70
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10% Administrative Fee	\$95.70										
Total	\$1,052.70										
Less Payments(s) Received	\$1,052.70										
Total Due	\$0.70										
Estimated Fees Due Prior to Event											

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Virtual Platform Costs

Description:

Charge Details				
CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
Charge Name: Standard Pro Monthly				
Quantity: 1 Unit Price: \$14.99	Apr 20, 2022-May 19, 2022	\$14.99	\$0.75	\$15.74
		Subtotal		\$14.99
		Total (Including Taxes, Fees & Surcharges)		\$15.74
		Invoice Balance		\$0.00
Taxes, Fees & Surcharge Details				
CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR SURCHARGE AMOUNT
Standard Pro Monthly	Utility Users Tax	City	\$14.99	\$0.75

Fiscal Sponsor Fees

Description: Supporting documentation for fiscal sponsor fees can include a letter from the fiscal sponsor detailing the fiscal sponsor’s role in project activities and the fiscal sponsor rate and/or fee.

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Outreach Ambassadors

Description: Please include hourly rate, number of hours, total cost, and details of service provided.

Description	Hours	Unit price	Total price
Ride Marshal 8:42am-1:29pm	4.78	\$50.00	\$239.00
			\$0.00
			\$0.00
Notes:		Subtotal	\$239.00
			\$239.00

Unallowed Expenses

Description: Funding for Go Human is provided by a grant from OTS, through the National Highway Traffic Safety Administration. As a result, certain expenses are ineligible for funding. Ineligible expenses include, but are not limited to:

- Products or giveaways not tied to a safety educational component (only allowed if they are given away in direct correlation with a safety education component);
- T-shirts;
- Stickers (i.e., bumper stickers, stickers for mass distribution at events);
- Raffle prizes;
- Food or beverages;
- Plants;
- Office furniture, equipment and capital assets;
- Paint;
- Chalk;
- Event entertainment or music;
- Advertising not directly related to proposed project;
- Implementation of a study, plan, or program;
- Habitat conservation plans;
- General liabilities insurance cost;
- Lobbying efforts and/or political contributions; and
- Items that are not indicated in the original project budget.