# Mental Health Block Grant Budget Template

## FY 2026 July 1, 2025 - June 30, 2026

Contract #:

Deliverable Number:

Adult Deliverable:

Child Deliverable:

Blended Deliverable (50% adult / 50% child):

All required information including the budget narrative must be provided. Any category of expense not applicable to the budget may be left blank.

## A. Personnel, Salary and Benefits

List each position by name and title of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

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| **Position** | **Annual Salary & Fringe** | **MHBG Contract Salary Cost** |
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| **TOTAL** |  |  |
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Fringe Benefits:Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in the personnel budget category and only for the percentage of time devoted to the contract.

**Personnel cost Justification:**

## B. Training and Education

Registration, trainer, education materials, or other costs for training and education. Include travel for education and training.

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| --- | --- | --- |
| **Expense Description** | **Computation** | **Cost** |
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| **TOTAL** |  |  |
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Rates for lodging, mileage, meals, must comply with State of Iowa travel rules. <https://das.iowa.gov/state-employees/state-accounting/travel-relocation/state-travel>

Rates for Travel Reimbursement:

Mileage =$.50 per mile

Meals: Breakfast = $8.00

Lunch = $10.00

Dinner = $19.00

Total Per Day = $37.00

* Tips/gratuities are not allowable expenditures.

Lodging = $80.00 + tax per day.

**Training and Education Budget Justification:**

## C. Other Costs

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| --- | --- | --- |
| **Expense Description** | **Computation** | **Cost** |
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| **TOTAL** |  |  |
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**Other Costs Budget Justification:**

* Define unit
* Describe and show how unit rate was calculated. This is usually cost per unit x number of units.
* Any costs such as but not limited to equipment, instruments (i.e. manuals), other required material to implement the deliverable.
* If mileage will be included, please refer to Section B, state rates ($.39 per mile).

## Total Budget Recap

When the budget worksheet is completed, transfer the totals for each category to the spaces below and compute the total contract deliverable cost. All deliverable costs need to be transferred to the face sheet.

|  |  |  |
| --- | --- | --- |
| **Budget Category** |  | **Amount** |
| 1. **Personnel – Salary and Benefits** |  |  |
|  |  |  |
| 1. **Training and Education** |  |  |
|  |  |  |
| 1. **Other** |  |  |
|  |  |  |
| **Total Individual Deliverable Budget** |  |  |
|  |  |  |