

Form F – Budget Summary

Child Care Development Fund Market Rate Survey (MRS)

The information requested in this section is required to support the reasonableness of your proposal. Ensure the budget summary addresses all objectives of the proposal. The budget summary should identify anticipated expenses for the project being proposed.

Name of Applicant:

FY 2026 BUDGET

BUDGET CATEGORIES

I. Personnel	Descriptor	FTE	Gross Salary	Budget
1. (Name)	(Position)		\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$
5.			\$	\$
Personnel Total:				\$

II. Fringe Benefits	Descriptor	Rate	Personnel Budget (above)	Budget
1. (Name)	(Position)		\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$
5.			\$	\$
Fringe Benefits Total:				\$

III. Travel	Descriptor	Rate/QTY	Multiplier	Budget
1. (Reason)	(Expense type/title/name)		\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$
5.			\$	\$
Travel Total:				\$

IV. Supplies	Descriptor	QTY	Multiplier	Budget
Consumable Supplies				
1. (Reason)	(Expense type/title/name)		\$	\$
2.			\$	\$
3.			\$	\$
Consumable Supplies Subtotal:				\$

Non-consumable Supplies	Descriptor	QTY	Multiplier	Budget
1. (Reason)	(Expense type/title/name)		\$	\$
2.			\$	\$
3.			\$	\$
Non-consumable Supplies Subtotal:				\$
Supplies (Consumable + Non-consumable) Total:				\$

V. Equipment	Descriptor	QTY	Multiplier	Budget
1. (Reason)	(Expense type/title/name)		\$	\$
2.			\$	\$
3.			\$	\$
Equipment Total:				\$

VI. Miscellaneous/Other	Descriptor	QTY	Multiplier	Budget
1. (Reason)	(Expense type/title/name)		\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$
5.	Administrative Costs (if not being requested - delete)		\$	\$
Miscellaneous/Other Total:				\$

VII. Contractual	Descriptor	QTY	Multiplier	Budget
1. (Reason)	(Expense type/title/name)		\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$
5.			\$	\$
Contractual Total:				\$
Total FY26 Budget (Categories I – VII):				\$

FY 2027 BUDGET

BUDGET CATEGORIES

I. Personnel	Descriptor	FTE	Gross Salary	Budget
1. (Name)	(Position)		\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$
5.			\$	\$
Personnel Total:				\$

II. Fringe Benefits	Descriptor	Rate	Personnel Budget (above)	Budget
1. (Name)	(Position)		\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$
5.			\$	\$
Fringe Benefits Total:				\$

III. Travel	Descriptor	Rate/QTY	Multiplier	Budget
1. (Reason)	(Expense type/title/name)		\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$
5.			\$	\$
Travel Total:				\$

IV. Supplies	Descriptor	QTY	Multiplier	Budget
Consumable Supplies				
1. (Reason)	(Expense type/title/name)		\$	\$
2.			\$	\$
3.			\$	\$
Consumable Supplies Subtotal:				\$

Non-consumable Supplies	Descriptor	QTY	Multiplier	Budget
1. (Reason)	(Expense type/title/name)		\$	\$
2.			\$	\$
3.			\$	\$
Non-consumable Supplies Subtotal:				\$
Supplies (Consumable + Non-consumable) Total:				\$

V. Equipment	Descriptor	QTY	Multiplier	Budget
1. (Reason)	(Expense type/title/name)		\$	\$
2.			\$	\$
3.			\$	\$
Equipment Total:				\$

VI. Miscellaneous/Other	Descriptor	QTY	Multiplier	Budget
1. (Reason)	(Expense type/title/name)		\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$
5.	Administrative Costs (if not being requested – delete)		\$	\$
Miscellaneous/Other Total:				\$

VII. Contractual	Descriptor	QTY	Multiplier	Budget
1. (Reason)	(Expense type/title/name)		\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$
5.			\$	\$
Contractual Total:				\$
Total FY27 Budget (Categories I – VII):				\$

Budget Narrative: A budget narrative is justification for the costs and includes the methodology used for the calculations and how the expense relates to the project or program. A budget narrative must accompany each budget category. Applicants may include no longer than two (2) pages as a budget narrative to further explain budget items provided in the budget summary spreadsheet.

Individuals with disabilities may contact the MiLEAP ADA Coordinator to request an alternative format to these materials. Please visit www.Michigan.gov/ADA for a list of state ADA Coordinators.