

## APPLICATION ATTACHMENT C PROJECT BUDGET SUMMARY

### IMPORTANT: ATTACH BUDGET NARRATIVE AND VENDOR PRICE QUOTES

Attach an explanation of how expenses above were calculated, detailing each line item. A detailed list describing all of the instructor costs, training materials, in-kind contributions, etc. should be included. If using multiple vendors, attach separate price quotes from each training vendor.

**Complete Project Budget Summary below:**

Budget Line Items	Costs
A. Instructor Costs or Tuition/Fees	\$ _____
B. Training Materials	\$ _____
C. Other Costs	\$ _____
D. Total Training Costs	\$ _____

Calculate Company Match				
E.	Required Company Match (Select company size to determine your match obligation)	<input type="checkbox"/> Small = 10% Match	<input type="checkbox"/> Medium = 25% Match	<input type="checkbox"/> Large = 50% Match
F.	Dollar Amount of Match	\$ _____	\$ _____	\$ _____
Company Credits toward Match				
G.	Employee Wage Match (From Attachment B)	\$ _____	\$ _____	\$ _____
H.	In-Kind Contribution Match (List other company contributions, if any)	\$ _____	\$ _____	\$ _____

TOTAL TRAINING COSTS	COMPANY MATCH
I.	J.
\$ _____	\$ _____

#### INSTRUCTIONS FOR ATTACHMENT C—PROJECT BUDGET SUMMARY

- A. Instructor Costs or Tuition/Fees should include outside instructors or tuition paid to schools.
- B. Training Materials should include books, manuals, tools or other materials required by the trainees or instructor.
- C. Other Costs can include items not covered above.
- D. Total Training Costs is the sum of Lines A through C.
- E. Size is based on the total number of full-time employees at your Will County facility, as indicated on your Application Cover Sheet:  
Small = 1-50 employees. Medium = 51-99 employees. Large = 100 and up employees.
- F. Dollar Amount of Match is calculated by multiplying your required match percentage (Line E) by Total Training Costs (Line D).
- G. Employee Wages may count toward your match if training was on company time. Total Trainee Wages should have been figured on Attachment B. Copy that figure here in the column appropriate to your size company.
- H. In-Kind Contributions, if you have any, may also count toward your match.
- I. Total Training Costs is copied from Line D above.
- J. Add Lines G and H and subtract from Line F to determine how much of the company's required match is covered by Employee Wages and/or In-Kind Contributions. If Lines G and/or H equal or exceed the company's total Dollar Amount Match (Line F), write "\$0" in Line J. The company will be considered as having met its match. The Workforce Investment Board is then responsible for the rest of the training budget. The Workforce Investment Board will not pay any of the employee wages.

**McHenry County Workforce Network**  
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