



FY23 Great Streets Retail Project Budget Proposal

Applicant Name:	Business Name:			New or Revised	New or Revised
Expenses	Total Project Expenses	Owner Contribution	Amount Requested from Great Streets Retail	Note: Only to be used after awarded. Leave blank if submitting an application	
1 Build-out, Renovations, and Façade Improvments					
2 Construction & Mechanicals	\$ 100,000	\$ 20,000	\$ 80,000.00	-	-
3 Permits	\$ -	\$ -	\$ -	\$ -	\$ -
4 Finished Contractor	\$ -	\$ -	\$ -	\$ -	\$ -
5	\$ -	\$ -	\$ -	\$ -	\$ -
6	\$ -	\$ -	\$ -	\$ -	\$ -
7	\$ -	\$ -	\$ -	\$ -	\$ -
8	\$ -	\$ -	\$ -	\$ -	\$ -
9	\$ -	\$ -	\$ -	\$ -	\$ -
10	\$ -	\$ -	\$ -	\$ -	\$ -
11	\$ -	\$ -	\$ -	\$ -	\$ -
12	\$ -	\$ -	\$ -	\$ -	\$ -
13	\$ -	\$ -	\$ -	\$ -	\$ -
14	\$ -	\$ -	\$ -	\$ -	\$ -
15	\$ -	\$ -	\$ -	\$ -	\$ -
16	\$ -	\$ -	\$ -	\$ -	\$ -
17 *Hard Costs - up to 100% of total budget expenses	\$ -	\$ -	\$ -	\$ -	\$ -
18 *Soft costs - up to 35% of total budget expenses	\$ -	\$ -	\$ -	\$ -	\$ -
18 *Other - _____	\$ -	\$ -	\$ -	\$ -	\$ -
20 *Other - _____	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 100,000	\$ 20,000	\$ 80,000	\$ -	\$ -

Budget Template Instructions

- 1) The Project Budget Proposal is **required**.

The Project Budget Proposal does not need to be an itemized list of expenses, this will be explained in the budget narrative. Please break-out expenses under "Build-out, Renovations, and Façade Improvement" with the following line items: **Construction & Mechanicals**: this includes but not limited to carpentry, plumbing, electrical, HVAC, Roof/Gutters, Demo/Trash Removal, signage, etc. **Permits**: this includes but not limited to construction permits, roofing permits, building permits, etc. **Finished Contractor**: this includes but not limited to Hardwood flooring, tiling, painting, landscaping etc. Under "Soft Cost" the following line items: **Marketing**: this includes but not limited to website, design of menus, ads, etc. There are several blank spaces for other soft costs.

- 3) The Project Budget Proposal must be explained in the Budget Narrative (Summary) of the application. It is where you explain how you get to the numbers listed on the budget. It is also where you explain the reasoning behind any items on the budget that are not self explanatory. If you are lumping costs together on the budget template, then please explain in the narrative.
- 4) The Project Budget should cover expenses for a period of 12 months.
- 5) On the templates, where it says "New or Revised", this section is for Grantees Only. **Do not** fill out this section if submitting a Project Budget Proposal for a Great Streets Grant.
- 6) If a line item on the budget is not applicable, then you may leave it blank.
- 7) Please save as a PDF document once complete.