# Attachment 4 – MS CCR FIRM Application Part 2: Grant Activity and Budget Plan

The following Grant Activity and Budget Plan Template is designed to be used for applicants to build out a budget for every phase of work outlined in the scope of work written in section 2.1 in Attachment 1 - Project Overview. Applicants are welcome to replicate this template in Excel and submit that in lieu of this attachment. Add or remove rows as necessary for each phase of work. If you anticipate any additional costs such as administrative costs that do not fit into the scope of work outlined, please include a new section, provide a name for that section, and include a rationale for needing to include the additional section.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Phase of Work** | **Activity/Sub-activity** | **Work Product** | **Start Date** | **End Date** | **Budget Per Activity** |
| **Project Management** | **Activity 1:**  |  |  | $\_\_\_\_ |
| 1.1:  |  |  |  |  |
| 1.2:  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Activity 2:** |  |  |  $\_\_\_\_ |
| 2.1:  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Activity 3:** |  |  |  $\_\_\_\_ |
| 3.1:  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Project Management Budget: $\_\_\_\_\_ |
| **Needs Assessment** | **Activity 1:**  |  |  | $\_\_\_\_ |
| 1.1:  |  |  |  |  |
| 1.2:  |  |  |  |
|  |  |  |  |
| **Activity 2:** |  |  |  $\_\_\_\_ |
| 2.1:  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Activity 3:** |  |  |  $\_\_\_\_ |
| 3.1:  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Needs Assessment Budget: $\_\_\_\_\_ |
| **Curriculum Design**  | **Activity 1:**  |  |  | $\_\_\_\_ |
| 1.1:  |  |  |  |  |
| 1.2:  |  |  |  |
| **Activity 2:** |  |  |  $\_\_\_\_ |
| 2.1:  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Activity 3:** |  |  |  $\_\_\_\_ |
| 3.1:  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Curriculum Design Budget: $\_\_\_\_\_ |
| **Implementation Tools** | **Activity 1:**  |  |  | $\_\_\_\_ |
| 1.1:  |  |  |  |  |
| 1.2:  |  |  |  |
| **Activity 2:** |  |  |  $\_\_\_\_ |
| 2.1:  |  |  |  |  |
|  |  |  |  |
| **Activity 3:** |  |  |  $\_\_\_\_ |
| 3.1:  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Implementation Tools Budget: $\_\_\_\_\_ |
| **Training and Scaling** | **Activity 1:**  |  |  | $\_\_\_\_ |
| 1.1:  |  |  |  |  |
| 1.2:  |  |  |  |
| **Activity 2:** |  |  |  $\_\_\_\_ |
| 2.1:  |  |  |  |  |
|  |  |  |  |
| **Activity 3:** |  |  |  $\_\_\_\_ |
| 3.1:  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Training and Scaling Budget: $\_\_\_\_\_ |