

FY24 Updated Budget Proposal - Tax Credit Outreach

Due October 31, 2023

A. Equipment and Accessories	Quantity	Cost	Total
Computers			
Printers			
Copiers			
Toner/Ink Cartridges			
Other:			
Subtotal			

B. Advertising	Quantity	Cost	Total
Flyers			
Print Advertisements			
Direct Mailings			
Digital Content			
Other:			
Subtotal			

C. Salaries	Hourly Wage	Number of Hours	Total
Outreach Coordinator			
Administrative Staff			
Translator			
Other:			
Go to https://www.bls.gov/oes/home.htm to determine if salaries are reasonable			
Subtotal			

D. Other Expenses	Quantity	Cost	Total
Outreach Fair Event Fees			
Supplies			
Promotional/Branded Products			
Other:			
Subtotal			
FY24 TOTAL			

FY24 Budget, Continued

Budget: Because your FY24 grant award amount is lower than the amount requested in your grant proposal, you must provide an updated budget and budget explanation. Based on the FY24 award amount in your grant contract, explain how you will spend grant funds and why you need these items to reach your goals for publicizing and promoting the availability of eligible credits to taxpayers.

You must also further explain these items if they apply:

- If you requested advertising funds but do not plan to use print advertisements, you must also provide a detailed description of your marketing plan
- If you requested salary funds, you must also specify job duties and the percentage of time devoted to publicizing and promoting the availability of eligible credits.