

Rider 3 - Budget Guidelines

PART III BUDGET GUIDELINES

III-1. Rider 3 – Budget Guidelines (20 points)

Complete the **Budget and Budget Narrative forms** for each of the up-to three years for which you are applying for grant funding. Describe the total cost of the project, including local match, and how it relates to the services proposed within the Work Statement.

Applicants must complete and submit the budget forms, along with a detailed budget narrative, **for each grant year for which they are applying for funding**. These forms are included as **Rider 3** of this RFA.

Accuracy – Completed within the Budget

Complete the budget spreadsheet. Include all expenses for the program and accurately calculate all entries.

Line Item Justification – Completed in the Budget Narrative

Complete the budget narrative such that it describes and justifies the proposed costs for each budget line item. Each line should have a detailed description of how the dollars will be used. For example, in the description for the wages and salaries line item the Applicant should break out the positions specific to this project.

Maximum Award Amount

The maximum amount of CTF funds that will be awarded to any one Applicant is \$50,000 for each year for up to three years, for a total of \$150,000.

Indirect Costs

Costs incurred for common or joint objectives that cannot be identified readily and specifically with a particular sponsored project. Indirect Costs are limited to a maximum of 10% of the requested grant amount.

Salaries

The salaries of administrative and clerical staff are generally treated as indirect costs (i.e. facilities and administrative (F&A) costs). Direct charging of these costs may be appropriate only if **all** of the following conditions are met:

- 1) Administrative or clerical services are integral to a project or activity;
- 2) Individuals involved can be specifically identified with the project or activity;
- 3) Such costs are explicitly included in the budget; and
- 4) The costs are not also recovered as indirect costs.

Benefits

Defined as a form of compensation paid by employers to employees over and above regular salary or wages, which may include but is not limited to: health insurance, workers compensation, retirement, life insurance, long and short-term disability, critical illness insurance, and savings accounts.

Minor Items

Any direct cost of a minor amount may be treated as an indirect cost for reasons of practicality where such accounting treatment for that item of cost is consistently applied.

Additional Examples

- Purchased services
- General office supplies: pencils, pens, paper clips, etc.;
- Basic telephone instrument rental costs.
- Network charges for e-mail and other general-purpose software; and
- Repairs and maintenance of general-purpose equipment.

Direct Costs

Direct costs are costs that can be specifically attributed to a particular sponsored project.

Activities

For Applicants, the costs of activities performed by the Applicant primarily as a service to members, clients, or the general public when significant and necessary to the Applicant’s mission must be treated as direct costs and be allocated an equitable share of indirect costs.

Some examples of these types of activities include:

- 1) Maintenance of membership rolls, subscriptions, publications, and related functions.
- 2) Providing services and information to members, legislative or administrative bodies, or the public.
- 3) Promotion and other forms of public education activities.
- 4) Conferences, except those held to conduct the general administration of the agency.
- 5) Transportation and Travel related to the implementation of the proposed CTF program.

Audit Costs

Please review to Attachment A, Audit Clause A.

Other Operating Costs

Included but are not limited to:

Occupancy

May included but is not limited to: Rent, Utilities, and Other housekeeping expenses.

Insurance

May include but is not limited to: General Liability Insurance, Renters Insurance, Vehicle Insurance, Etc.

Trainings

Includes the mandatory training allocation and other required trainings to operate the proposed CTF program. May include optional trainings if grant funds are available that align with the proposed program and data collection strategies.

Parent Involvement

May include but is not limited to: any costs associated with conducting parent engagement activities, or ways to increase family engagement.

Recruitment and Retention

May include but is not limited to: advertisements focused specifically on the proposed CTF program and incentives to retain families enrolled in the CTF program.

Dues & Subscriptions

May include but is not limited to: any costs associated with subscription-based services, yearly membership dues for professional organizations, and professional publications.

Required Professional Development Allocation

Opportunities for continued professional development are an integral part of program development. All selected CTF Applicants are required to allocate a total of at least \$500 within each budget year, as recorded on line 390, to attend appropriate professional development events. All selected Applicants will be invited to attend a statewide CTF meeting, held annually. At least two people from each program are required to attend. Additionally, first-year selected Applicants will be required to attend a New Grantee Orientation meeting, to be held in the first month of the grant. Selected Applicants will be required to outline their annual staff training plan and report on all professional development opportunities attended within the Quarterly Program Report.

Match

Under the Children’s Trust Fund Act, selected Applicants must provide a match of 25 percent of the total award for the first year (no more than 50% of which (12.5% of total budget) may be in-kind services) and 50 percent of the total award for the second and third years (no more than 50% of which (25% of total budget) may be in-kind services). Match funds must be dedicated to the provision of the CTF-funded program and may be derived from either private or local government sources. See 11 P.S. § 2235(5)(i).

Sample Match Breakdown

Year One:

CTF Grant:	\$ 50,000
Minimum <i>Total</i> Match:	\$ 12,500 (required cash match of at least \$6,250)
Minimum Total Project Budget:	\$ 62,500

Years Two and Three:

CTF Grant:	\$ 50,000
Minimum <i>Total</i> Match:	\$ 25,000 (required cash match of at least \$12,500)
Minimum <i>Total</i> Project Budget:	\$ 75,000

Each Applicant must submit a Local Match Verification Letter, attached to **Rider 3 Budget**, for all match contributions to be provided in the **first year of the grant only**. Selected Applicants must submit Updated Match Verification letters for Years 2 and 3, if applicable to the Grant Awards. Please use one form for each match contributor. Each Match Letter must be signed by the match contributor, specify the amount and type of match being contributed, cash or in-kind, and provide a short description of how the match will be used within the proposed program. The total amount of match included in the combined first-year match letters must be equal to the total amount of match stated in the first-year budget form. Match Letters for subsequent grant years will be collected before the start of each grant year during the grant review process, should an Applicant be chosen for funding.

Attached to **Rider 3** is a State and Federal Funding Assurance form. Applicants must list all sources of state and federal funds received by the Applicant Agency, as a whole. By signing this form, the Applicant is verifying that no state or federal funds received by the agency will be used as match for the CTF grant.