

SAMPLE COMPLETED GRANT PROPOSAL BUDGET



| | | | | | |
|----------------------------------|--|-----------------------|--|------------------------------|--|
| APPLICANT ORGANIZATION NAME | | State Chapter USA | | NCA INFORMATION (IF AWARDED) | |
| AWARD TYPE | | Chapter Core Services | | NCA AWARD NUMBER | |
| AUTHORIZED AGENCY REPRESENTATIVE | | Grant C. Kerr | | NCA CONTACT | |
| | | | | DATE BUDGET APPROVED BY NCA | |

| BUDGET CATEGORIES | | PROPOSED BUDGET | PROPOSED BASELINE BUDGET | PROPOSED VARIABLE BUDGET | NCA APPROVED ORIGINAL BUDGET | NCA NOTES | Projected Period 1 Expenses | Projected Period 2 Expenses | Projected Period 3 Expenses | Projected Period 4 Expenses | Total Period Projections |
|----------------------------|--|-----------------|--------------------------|--------------------------|------------------------------|-----------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|--------------------------|
| DIRECT PROJECT COSTS | | | | | | | | | | | |
| Personnel | | \$ 82,720.00 | \$ 29,480.00 | \$ 53,240.00 | \$ - | | \$ 24,816.00 | \$ 20,680.00 | \$ 20,680.00 | \$ 16,544.00 | \$ 82,720.00 |
| Fringe | | \$ 24,455.00 | \$ 8,854.00 | \$ 15,601.00 | \$ - | | \$ 7,336.00 | \$ 6,114.00 | \$ 6,114.00 | \$ 4,891.00 | \$ 24,455.00 |
| Travel | | \$ 3,770.00 | \$ 1,949.00 | \$ 1,821.00 | \$ - | | \$ 500.00 | \$ 2,690.00 | \$ 400.00 | \$ 180.00 | \$ 3,770.00 |
| Equipment | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Supplies | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Consultants/Contracts | | \$ 20,175.00 | \$ - | \$ 20,175.00 | \$ - | | \$ 5,000.00 | \$ 5,000.00 | \$ 7,000.00 | \$ 3,175.00 | \$ 20,175.00 |
| Other | | \$ 76,970.00 | \$ 3,020.00 | \$ 73,950.00 | \$ - | | \$ 19,000.00 | \$ 19,970.00 | \$ 19,500.00 | \$ 18,500.00 | \$ 76,970.00 |
| TOTAL DIRECT PROJECT COSTS | | \$ 208,090.00 | \$ 43,303.00 | \$ 164,787.00 | \$ - | | \$ 56,652.00 | \$ 54,454.00 | \$ 53,694.00 | \$ 43,290.00 | \$ 208,090.00 |
| Indirect Expenses | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL INDIRECT COSTS | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| GRAND TOTAL | | \$ 208,090.00 | \$ 43,303.00 | \$ 164,787.00 | \$ - | | | | | | |

In the columns titled "Projected Period Expenses" you will need to enter the amounts that you anticipate spending in each of the applicable periods, CACs only need to fill out Periods 1-3 while Chapters should complete all four periods.

A red warning box will appear for any category where the total period projections do not match the amount in the proposed budget year 1 column. If you see this flag, please adjust your projected expenses until the flag disappears.

| GRANT PROPOSAL BUDGET DETAIL YEAR 1 | | | | | | | | | | | | | | | | |
|---|--|---|---|--|---|---------------------------------------|--|--|---------------------------------------|--|---------------------------------------|--|------------------------|-------------------------|---------------------|--|
| A. PERSONNEL | | List each position by title and name of employee, (if available). Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. | | | | | | | | | | | | | | |
| Title, Name of Employee* If known, "New Hire" can be used for vacant/new positions | Description of responsibilities/duties in relationship to fulfilling the project goals and objectives | FT/PT | Salary hourly, daily, weekly or yearly rates | Rate hourly, daily, weekly or yearly | Time Worked # of hours, days, weeks or year | Percentage of Project Time | Requested Amount | Org Cap Portion of Requested Amount | SWP Portion of Requested Amount | Error Check - *this column must be \$0 if it is not you need to recheck your Baseline/Variable split | NCA Approved Amount | NCA Approved Org Cap | NCA Approved SWP | NCA Notes | | |
| Sally Smith, Executive Director | Provide oversight and direction to AD, TTA Coordinator and facilitate projects during the award period including TA, strategic plan initiative, on-going support and consultation | FT | ##### | yearly | 1.00 | 40.00% | \$ 30,000 | \$ 8,730 | \$ 21,270 | \$ - | \$ - | \$ - | \$ - | | | |
| Associate Director - to be hired | Outreach, TA to CACs, strategic plan work, training support | FT | ##### | yearly | 1.00 | 40.00% | \$ 24,000 | \$ - | \$ 24,000 | \$ - | \$ - | \$ - | \$ - | | | |
| Robert Klein, Training & TA Coordinator | Provide oversight and direction to Admin Support Specialist and work with CACs to include support for accreditation/reaccreditation, organizing and communicating training opportunities (continuing ed and pre-service trainings) | FT | ##### | yearly | 1.00 | 60.00% | \$ 27,000 | \$ 20,750 | \$ 6,250 | \$ - | \$ - | \$ - | \$ - | | | |
| Training & Admin Support Specialist | admin support to CACs and TTA Coordinator | PT | \$ 20.00 | hourly | 86.00 | 100.00% | \$ 1,720 | \$ - | \$ 1,720 | \$ - | \$ - | \$ - | \$ - | | | |
| ATTENTION: If you are using a yearly rate and your grant does not cover a full 12 months or the staff member will not be working on the project for a full 12 months (ex. due to delay in start date, project work later in year due to training dates, etc.) you will need to prorate their annual salary. For example, if an employee is due a salary of \$60,000 per year, and your grant period is 8 months, their prorated salary for that year would be \$40,000. \$60,000 per year ÷ 12 months = \$ 5,000.00 per month; \$5,000.00 x 8 months = \$40,000 | | | | | | | | | | | | | | | | |
| TOTAL PERSONNEL | | | | | | | \$ 82,720 | \$ 29,480 | \$ 53,240 | \$ - | \$ - | \$ - | \$ - | | | |
| B. FRINGE BENEFITS | | Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. | | | | | | | | | | | | | | |
| Title, Name of Employee | Composition | Base | Rate | Requested Amount | Org Cap Portion of Requested Amount | SWP Portion of Requested Amount | Error Check - *this column must be \$0 if it is not you need to recheck your Baseline/Variable split | NCA Approved Amount | NCA Approved Org Cap | NCA Approved SWP | NCA Notes | | | | | |
| Sally Smith, Executive Director | FICA, Workers Comp, Unemployment, Retirement, Health, Dental, Disability | \$ 30,000.00 | 30.00% | \$ 9,000 | \$ 2,619 | \$ 6,381 | \$ - | \$ - | \$ - | \$ - | | | | | | |
| Associate Director - to be hired | FICA, Workers Comp, Unemployment, Retirement, Health, Dental, Disability | \$ 24,000.00 | 30.00% | \$ 7,200 | \$ - | \$ 7,200 | \$ - | \$ - | \$ - | \$ - | | | | | | |
| Robert Klein, Training & TA Coordinator | FICA, Workers Comp, Unemployment, Retirement, Health, Dental, Disability | \$ 27,000.00 | 30.00% | \$ 8,100 | \$ 6,235 | \$ 1,865 | \$ - | \$ - | \$ - | \$ - | | | | | | |
| Training & Admin Support Specialist | FICA, Workers Comp, Unemployment | \$ 1,720.00 | 9.00% | \$ 155 | \$ - | \$ 155 | \$ - | \$ - | \$ - | \$ - | | | | | | |
| | | \$ - | 0.00% | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | |
| | | \$ - | 0.00% | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | |
| | | \$ - | 0.00% | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | |
| | | \$ - | 0.00% | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | |
| | | \$ - | 0.00% | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | |
| Fringe Benefit Narrative - Detail what benefits are being covered and the amounts or percentages being requested | | | | | | | | | | | | | | | | |
| Our FT employee fringe benefit rate averages 30% and covers the following items: FICA - 7.65%, Worker's Comp - 1.35%, Unemployment - 0.87%, Retirement - 5% Employee Health Insurance - 11%, Employee Dental - 2.13%, Disability - 2% | | | | Our PT employee fringe benefit rate averages 9% and covers the following items: FICA - 7.65%, Worker's Comp - 1.35%, Unemployment - 0.87% | | | | No - our organization DOES NOT have a negotiated fringe benefit rate approved by a Federal agency. We will submit actual fringe benefit expenses for each grant funded employee. | | | | | | | | |
| TOTAL FRINGE BENEFITS | | | | | | | \$ 24,455 | \$ 8,854 | \$ 15,601 | \$ - | \$ - | \$ - | \$ - | | | |
| C. TRAVEL | | If you are requesting to use grant dollars for organizing events, trainings, conferences, etc, please visit the Event Determination tab to see if your event meets the definition of a conference. Note: This ONLY applies to funds for organizing/hosting events and not events where you are just an attendee. Please verify GSA rates here https://www.gsa.gov/travel/plan-book/per-diem-rates | | | | | | | | | | | | | | |
| Purpose of Travel Must be related to project objectives | Location If unknown, enter "TBD" | Type of Expense | Cost Rate | Basis for Rate | Quantity (of Basis for Rate) | Number of People | Number of Trips | Cost | Requested Amount | Org Cap Portion of Requested Amount | SWP Portion of Requested Amount | Error Check - *this column must be \$0 if it is not you need to recheck your Baseline/Variable split | NCA Approved Amount | NCA Approved Org Cap | NCA Approved SWP | NCA Notes |
| NCA Leadership Conference Chapter staff - attend NCA's annual leadership conference. | Washington, DC | Lodging | \$ 224.00 | Night | 3 | 2 | 1 | \$ 1,344.00 | | | | | | | | Contingent upon detailed review of the travel request from the NCA Program Associate prior to travel plans being made. |
| | | Airfare | \$ 405.00 | Round Trip | 1 | 1 | 1 | \$ 405.00 | | | | | | | | |
| | | Baggage/Uber | \$ 200.00 | Other | 1 | 1 | 1 | \$ 200.00 | \$ 1,949 | \$ 1,949 | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Regional Travel for Staff - The Executive Director will use their own vehicle to conduct regional travel with the average trip around 65 miles and 15 trips anticipated. | Local Area | Mileage | \$ 0.70 | Mile | 65 | 1 | 15 | \$ 682.50 | | | | | | | | Contingent upon detailed review of the travel request from the NCA Program Associate prior to travel plans being made. |
| | | | | | | | | \$ - | | | | | | | | |
| | | | | | | | | \$ - | \$ 683 | \$ - | \$ 683 | \$ - | \$ - | \$ - | \$ - | |
| Regional Travel for Staff - The Associate Director will use their own vehicle to conduct regional travel with the average trip around 65 miles and 25 trips anticipated. | Local Area | Mileage | \$ 0.70 | Mile | 65 | 1 | 25 | \$ 1,137.50 | | | | | | | | Contingent upon detailed review of the travel request from the NCA Program Associate prior to travel plans being made. |
| | | | | | | | | \$ - | | | | | | | | |
| | | | | | | | | \$ - | \$ 1,138 | \$ - | \$ 1,138 | \$ - | \$ - | \$ - | \$ - | |
| | | | | | | | | \$ - | | | | | | | | |
| | | | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | Contingent upon detailed review of the travel request from the NCA Program Associate prior to travel plans being made. |

[illegible]

| | | | | | | | | | | | | | | |
|-------------------------|------|------|---------------|--|------|------------|-----------|------------|------|------|------|------|------|------|
| Indirect Costs | None | MDTC | \$ 208,090.00 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL INDIRECT EXPENSES | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| GRAND TOTAL | | | | | | \$ 208,090 | \$ 43,303 | \$ 164,787 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

*If using an indirect cost rate with a base of MDTC you must exclude the following expenses: equipment, charges for patient care, rental costs (includes facility rentals, equipment/technology rentals, and any other rental expenses), tuition remission, scholarships and fellowships, participant support costs. Participant support costs are direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia, or training projects. Costs related to contractors of the recipient who are acting in the capacity of a "Conference Trainer/Instructor/Presenter/Facilitator" are considered participant support costs.