

Budget TA Call

4/8/19

3:00 pm

Important Page Numbers for the Budget:

In the NOFO:

Page 6- Maximum Cost Per MSY

Page 10- Member Living Allowance minimum and maximum

Page 18- Budget Criteria

In the Application Instructions:

Page 9- General Budget Instructions

Page 20- Detailed Budget Instructions

Page 23- Indirect Cost Rate Instructions (If you do not have a federal indirect cost rate, please use the instructions in section A)

Page 31- Budget Checklist

General Budget Info:

- Your budget should allow you to perform the tasks described in the narrative section of your application
- When creating your budget, you need to be familiar with the applicable rules and regulations – These can be found on Pg. 4 of the application instructions
- An Effective Budget must be Realistic, Flexible and Consistent
 - A realistic budget reflects expected program revenues and expenses. Understand the strengths and weaknesses of your organization and its capacity to carry out program activities.
 - The budget must be consistent and aligned with organizational goals and objectives.
 - A budget must also be flexible. An organization's financial and operating circumstances can often change. Most organizations must have a budget that can absorb lower than expected revenue and higher than expected program costs.
- Think of budgeting as not just an annual process, but an ongoing review of activities and actual cost monitoring as well. This way, shortfalls or unexpected costs can be addressed proactively.

Requirements:

- To receive a grant, your organization must be able to track expenses by program year and budget line and to differentiate between direct and indirect costs.
- Direct and Indirect (Admin) expenses
 - Indirect costs can include accounting and legal services, salaries not directly benefiting program activities, general liability insurance, general office space

- Direct Costs are costs that can be directly tracked to your program; the Program Directors salary, member living allowances, member supplies
- When you create your budget, involve your financial people. They will be able to help you determine what funds can be used for match and which funds may be restricted.
- Budget must include funds for a member living allowance that is between the minimum and maximum amounts set by CNCS for a Full-time member (pg. 10 in the NOFO)
- It also must include member FICA, workers comp and for Full time members (or members serving in a full-time capacity) health insurance
- Unemployment Insurance is not required in West Virginia for AmeriCorps members

Match

- Money put up by the program to help support the activities. Match or grantee share can be cash or in kind.
- It increases every year after the first 3 years.
- Starts at 24% increases until 50%
- To be acceptable as matching funds, program costs must be:
 - Within the grant guidelines
 - Treated consistently across the organization
 - Determined in accordance with generally accepted accounting principles (GAAP)
 - NOT also included as matching funds for other federally funded programs
- In-kind contributions acceptable for use as matching funds must be costs that are:
 - Properly documented with the donor's name, date of donation, and a description of the item or service donated
 - Associated with an appropriate, reasonable, comparable cash value

Things to remember:

- Use the Budget Checklist! The reviewers will be using it. The budget can be an easy way to earn 25 points if you follow the budget criteria on page 18 of the NOFO and use the budget checklist to ensure you met all requirements.
- The NOFO and Application instructions state you need to budget an extra \$54 per person for background checks. That is not correct for this grant cycle. **Please budget \$36.25 per person for background checks.**
- Check your math!!! Simple math errors can cost points during the grant review process.