

Budget Request Guidance

The Budget Request is designed to capture your 3-year program budget. You will detail what expenses you anticipate for the grant year and the following two years. You will indicate what local match will be expended toward this program and how much state match you are requesting through your Community Connectors grant application.

- Budget Narrative Tab: Enter your organization's program name in the box under Grant Applicant.
- Direct Cost Categories: Enter a detailed explanation of how you calculated the anticipated expenditures. Include descriptive information about the expenditure and how you calculated the amount for each of the three budget years.
- Budget Summary Tab: You will not enter anything on the Budget Summary tab of the file. This is a summary that is automatically calculated as you enter the budget information on the yearly tabs.

On the Year 1, Year 2, and Year 3 tabs, you will enter the information that you described in words on the Budget Narrative tab. Year 1 covers the time from the date of the award (anticipate April 2015) through June 30, 2016. Year 2 consists of July 1, 2016 through June 30, 2017 and Year 3 consists of July 1, 2017 through April 30, 2018.

- Payroll Expenses: Enter information about actual employee salaries. Enter only salary information for staff who will be working directly on the program related to this grant. The %Time is based on the amount of time each listed staff member is dedicated to the grant program. For instance, if you have an administrator who will be splitting their time between the program for the school in your grant application and another already existing program that is not related to the grant, you will enter 50 in that column. The total cost will automatically be calculated based on the number of staff members, annual salary, and percent of time.
- Payroll Fringe Benefits: This includes taxes, health care coverage, and other fringe benefits paid by your organization on behalf of your salaried employees. Enter the average rate for all of these benefits. The budget total will be automatically calculated using the payroll expense information you already entered.
- Staff Travel: Enter anticipated travel expenses for both staff and mentors. If you anticipate having travel expenses for students, enter that as a separate line in the Mentor Travel section.
- Contracted Services: Includes only those contracted services directly related to the implementation of the grant-related program. In addition, list qualifying mentor and other volunteer staff time in this section. There is no need to enter each individual person. You may group these as most appropriate for your grant application (i.e. by volunteering organization or role).
- Staff and Mentor Training: Enter in the appropriate section. For this category, you see Cost/Hourly Rate and Quantity/Hours. If the training is paid on an hourly rate, enter that hourly rate and the expected total number of hours. If you will be purchasing training in units, for instance someone offers a training program at a set dollar amount per person, the cost is

entered in the Cost/Hourly Rate column and the number of people to be trained is entered in the Quantity/Hours column.

- **Evaluation Expenses:** Only costs directly related to the external evaluation of your program should be included here. The calculations are handled in much the same way as for the training. If you are paying an hourly rate, enter the rate and anticipated hours. If you are working under a fixed cost model, enter the cost. The quantity will be 1.
- **Other Program Costs:** Enter only costs directly related to the administration of the program. Detail each anticipated expense.
- **Additional Mentor Support Costs:** This section should include any costs related to the mentors that have not already been documented through another category.

The total of each category will be calculated and displayed in the Total Budget at the bottom of the form.

- **Local Contribution:** Enter the Local Contribution that will be used to help fund the program. This consists of identified in-kind contributions and funding from other sources that will be used to support this program. The State Match and Local Percent are automatically calculated. In order to fulfill the 3 to 1 match criteria of the grant, your Local Percent may not be less than 25% for any of the three years.
 - Volunteer hours are normally not sufficient to qualify as an in-kind contribution. However, in a situation where a paid employee is relieved of employment obligations to be given an opportunity to participate in a mentorship program, that employee's time may qualify as an in-kind contribution.
 - For example, a company is a business partner on a Community Connectors grant. To encourage its employees to act as mentors in the program, the company allows those that sign up and participate in the program to dedicate five hours each week to the program. Employees are not required to take vacation or leave for these five hours each week and continue to receive their normal compensation, even though they are not working for the employer during those hours.
 - To properly capture this type of in-kind contribution, applicants should be able to show how many mentors they expect to participate as well as the total number of hours the mentors will spend mentoring while still being compensated by their employer.

SAVE the file using either your organization or program name. Attach it to your application email as a part of your application submission.

If you need to add additional rows to the annual budget spreadsheet, unprotect the worksheet using password *Connect*. Be sure to insert rows in between existing rows so that the formulas are not affected. **DO NOT make any changes to formulas or column headings.**

