

The background features a series of concentric circles in light gray, some solid and some dashed, creating a ripple effect. A large blue speech bubble is centered on the page, containing the text "Developing a Budget".

Developing a Budget



Objectives

- Participants will have a better understanding of how to prepare a budget for a grant application including:
 - Tips for Budget Preparation
 - The need for and examples of an organizational budget
 - How to develop a programmatic budget
 - How to fill out a SF424A Budget form for a federal grant
 - How to structure a Budget Narrative

Budget Preparation - Tips

- Always read to know what is allowable or not
- Items to consider
 - Revenue
 - Personnel (Salaries and Benefits)
 - Furniture/Equipment
 - Office Supplies
 - Travel
 - Professional Fees/Consultants
 - Insurance
 - Occupancy (Rent/Utilities)
 - Postage
 - Printing
 - Professional Dues
 - Maintenance/Repairs
 - Telephone/Internet
 - In-Kind Expenses
 - Indirect*

*Federal grants require a negotiated rate for Indirect Expenses, or you can use 10% of salary and fringe costs

Budget Preparation - Tips

- Only include costs applicable to award program
- Include senior level administrators
- Get actual price quotes/bids
- Build in time
- Cost of living raises
- Front loading

Budget Preparation - Tips

- Partner funding needs
- External consultant fees
- Match requirements
- Have a working document with formulas
 - May have to transfer it into a grant specific template
- Required costs as part of the application
 - (Ex. Grantee Training)

*Example of working document (Missouri Foundation for Health)

TOTAL PROJECT BUDGET							REQUESTED FROM FUNDER				
		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Total</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Total</u>
<u>Net Revenue</u>											
Enter Type of Revenue		0	0	0	0	0	0	0	0	0	0
Total Net Revenue		0	0	0	0	0	0	0	0	0	0
<u>Expense</u>											
Personnell		76,608			0	76,608	76,608			0	76,608
Fringe Benefits	25%	19,152			0	19,152	19,152			0	19,152
Total Compensation		95,760			0	95,760	95,760			0	95,760
Travel		1,110			0	1,110	1,110			0	1,110
Equipment		16,200			0	16,200	16,200			0	16,200
Supplies		23,520			0	23,520	23,520			0	23,520
Contractual		93,988			0	93,988	93,988			0	93,988
Construction		0			0	0	0			0	0
Other		54,000			0	54,000	54,000			0	54,000
Total Direct Charges		284,578			0	284,578	284,578			0	284,578
Indirect Expense	10%	9,576			0	9,576	9,576			0	9,576
Total Expense		294,154			0	294,154	294,154			0	294,154
Net Project Cost		-294,154			0	-294,154	-294,154			0	-294,154

Organizational Budget

Starting a Nonprofit SAMPLE Organizational Operating Budget

	20XX	20XX	20XX
SUPPORT & REVENUE			
Contributions (Individual and Corporate)			
Foundation Grants			
Government			
Fees			
TOTAL REVENUE	<hr/> \$ -	<hr/> \$ -	<hr/> \$ -
EXPENSES*			
Wages & Related Costs			
Programs [insert specific]			
Programs [insert specific]			
Programs [insert specific]			
Facilities			
General Administration			
Other			
Fundraising			
TOTAL EXPENSES	<hr/> \$ -	<hr/> \$ -	<hr/> \$ -
Net Surplus/(Deficit)	<hr/> \$ -	<hr/> \$ -	<hr/> \$ -

Programmatic Budget

PROGRAM NAME		Community Connections					
<u>EXPENSES</u>				TOTAL	Year 1	Year 2	Year 3
PERSONNEL EXPENSES (List Each Position)	FTE	SALARY					
Case Manager	1.00	\$ 30,000		\$ 67,500.00	\$ 30,000.00	\$ 22,500.00	\$ 15,000.00
Administrative Assistant	0.5	\$ 16,000		\$ 36,000.00	\$ 16,000.00	\$ 12,000.00	\$ 8,000.00
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
SUBTOTAL				\$ 103,500.00	\$ 46,000.00	\$ 34,500.00	\$ 23,000.00
FRINGES		17%		\$ 17,595.00	\$ 7,820.00	\$ 5,865.00	\$ 3,910.00
TOTAL PERSONNEL				\$ 121,095.00	\$ 53,820.00	\$ 40,365.00	\$ 26,910.00
NON PERSONNEL EXPENSES							
CONFERENCES				\$ -	\$ -	\$ -	\$ -
EQUIPMENT, MAJOR (>\$5,000)				\$ 7,877.00	\$ 3,500.00	\$ 2,627.00	\$ 1,750.00
EQUIPMENT, MINOR (<\$5,000)				\$ -	\$ -	\$ -	\$ -
PRINTING				\$ 1,125.00	\$ 500.00	\$ 375.00	\$ 250.00
SUPPLIES				\$ 5,625.00	\$ 2,500.00	\$ 1,875.00	\$ 1,250.00
TRAVEL				\$ -	\$ -	\$ -	\$ -
SCHOLARSHIPS/DIRECT PATIENT ASSISTANCE				\$ -	\$ -	\$ -	\$ -
CONTRACTED VAN DRIVER				\$ 2,250.00	\$ 1,000.00	\$ 750.00	\$ 500.00
TOTAL NONPERSONNEL EXPENSES				\$ 16,877.00	\$ 7,500.00	\$ 5,627.00	\$ 3,750.00
TOTAL DIRECT EXPENSE				\$ 137,972.00	\$ 61,320.00	\$ 45,992.00	\$ 30,660.00
INDIRECT EXPENSES (Max. 15%)	15%			\$ 20,695.80	\$ 9,198.00	\$ 6,898.80	\$ 4,599.00
<u>TOTAL PROGRAM DIRECT AND INDIRECT EXPENSES</u>				\$ 158,667.80	\$ 70,518.00	\$ 52,890.80	\$ 35,259.00

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Filling Out the SF 424-A

Allowable/Unallowable Costs Per HRSA

Also note that a cost is not allowable if it is not reasonable, necessary, allocable to the award, or adequately documented (45 CFR § 75.403).

Item	Description
Advertising and Public Relations	Conditionally allowable. See 45 CFR § 75.421 for details.
Advisory Councils	Costs incurred by advisory councils or committees are unallowable unless authorized by law, the HHS awarding agency, or as an indirect cost where allocable to federal awards. See 45 CFR § 75.444, applicable to states, local governments, and Indian tribes.
Alcoholic Beverages	Costs of alcoholic beverages are unallowable.
Bad Debts	Unallowable.
Entertainment Costs	Conditionally unallowable. This includes the cost of amusements, social activities, and related incidental costs. 45 CFR § 75.438 clarifies when entertainment costs may be charged to a federal award with prior approval.
Fundraising Costs	Unallowable.
Honoraria	Unallowable when the primary intent is to confer distinction on, or to symbolize respect, esteem, or admiration for, the recipient of the honorarium. A payment for services rendered, such as a speaker's fee under a conference award, is allowable.
Invention, Patent, or Licensing Costs	Unallowable as a direct cost unless specifically authorized in the NOA. May be allowable as indirect costs provided they are authorized under applicable cost principles and are included in the negotiation of indirect cost rates. Such costs include licensing or option fees, attorney's fees for preparing or submitting patent applications, and fees paid to the U.S. Patent and Trademark Office for patent application, patent maintenance, or recordation of patent-related information.

Item	Description
Lobbying	Generally unallowable, including costs of lobbying activities to influence the introduction, enactment, or modification of legislation by the U.S. Congress or a state legislature. Under certain circumstances, as provided in the applicable cost principles, costs associated with activities that might otherwise be considered "lobbying" that are directly related to the performance of a grant or cooperative agreement may be allowable. The recipient should obtain an advance understanding with the GMS if it intends to engage in these activities. See " Restriction on Lobbying " below and at 45 CFR § 75.450 for additional descriptions and examples of prohibited activities.
Meals	<p>Generally unallowable except for the following:</p> <ul style="list-style-type: none"> • Subjects and patients under study. • Where specifically approved as part of the project or program activity, e.g., in programs providing children's services. • When an organization customarily provides meals to employees working beyond the normal workday, as a part of a formal compensation arrangement. • As part of a per diem or subsistence allowance provided in conjunction with allowable travel. • Under a conference award, when meals are a necessary and integral part of a conference, provided that meal costs are not duplicated in participants' per diem or subsistence allowances. <p>Guest meals are not allowable.</p>

Pre-award Costs	<p>Costs incurred before the effective date of the sponsored agreement, whether or not they would have been allowable thereunder if incurred after such date, are unallowable unless approved by HRSA or authorized under expanded authority.</p> <p>Where authorized by HRSA as an expanded authority, a recipient may, at its own risk and without HRSA prior approval, incur obligations and expenditures to cover costs up to (and including) 90 <u>calendar</u> days before the beginning date of the initial budget period of a new or competing continuation award if such costs</p> <ul style="list-style-type: none"> • are necessary to conduct the project or program, and • would be allowable under the grant or cooperative agreement, if awarded. <p>However, even if authorized as an expanded authority, if a specific expenditure would otherwise require prior approval, the cost or</p>
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Item	Description
	<p>activity must meet the same tests of allowability as if incurred after award.</p> <p>If not authorized as part of expanded authorities, the applicant/recipient must seek HRSA prior approval before incurring pre-award costs. HRSA prior approval is required for any costs to be incurred more than 90 <u>calendar</u> days before the beginning date of the initial budget period of a new or competing continuation award.</p>
Promotional Items (SWAG)	Promotional items and memorabilia (e.g., pencils, cups, t-shirts, cookbooks, bags), gifts, and souvenirs designed to promote the recipient's organization are unallowable as advertising/public relations costs.

*Example of working document

TOTAL PROJECT BUDGET							REQUESTED FROM FUNDER				
		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Total</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Total</u>
<u>Net Revenue</u>											
Enter Type of Revenue		0	0	0	0	0	0	0	0	0	0
Total Net Revenue		0	0	0	0	0	0	0	0	0	0
<u>Expense</u>											
Personnell		76,608			0	76,608	76,608			0	76,608
Fringe Benefits	25%	19,152			0	19,152	19,152			0	19,152
Total Compensation		95,760			0	95,760	95,760			0	95,760
Travel		1,110			0	1,110	1,110			0	1,110
Equipment		16,200			0	16,200	16,200			0	16,200
Supplies		23,520			0	23,520	23,520			0	23,520
Contractual		93,988			0	93,988	93,988			0	93,988
Construction		0			0	0	0			0	0
Other		54,000			0	54,000	54,000			0	54,000
Total Direct Charges		284,578			0	284,578	284,578			0	284,578
Indirect Expense	10%	9,576			0	9,576	9,576			0	9,576
Total Expense		294,154			0	294,154	294,154			0	294,154
Net Project Cost		-294,154			0	-294,154	-294,154			0	-294,154

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.	HRSA-21-140	93.011	\$ 294,154 TOTAL BUDGET Requested from Funder not to exceed ceiling	\$ 0 Any non-federal funds go here	\$	\$	\$ 294,154
2.							
3.							
4.							
5.	Totals		\$ 294,154	\$ 0	\$	\$	\$ 294,154

		TOTAL PROJECT BUDGET					REQUESTED FROM FUNDER				
		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Total</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Total</u>
<u>Net Revenue</u>											
Enter Type of Revenue		0	0	0	0	0	0	0	0	0	0
Total Net Revenue		0	0	0	0	0	0	0	0	0	0
<u>Expense</u>											
Personnell		76,608			0	76,608	76,608			0	76,608
Fringe Benefits	25%	19,152			0	19,152	19,152			0	19,152
Total Compensation		95,760			0	95,760	95,760			0	95,760
Travel		1,110			0	1,110	1,110			0	1,110
Equipment		16,200			0	16,200	16,200			0	16,200
Supplies		23,520			0	23,520	23,520			0	23,520
Contractual		93,988			0	93,988	93,988			0	93,988
Construction		0			0	0	0			0	0
Other		54,000			0	54,000	54,000			0	54,000
Total Direct Charges		284,578			0	284,578	284,578			0	284,578
Indirect Expense	10%	9,576			0	9,576	9,576			0	9,576
Total Expense		294,154			0	294,154	294,154			0	294,154
Net Project Cost		-294,154			0	-294,154	-294,154			0	-294,154

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
USING TOTAL PROGRAM BUDGET ON THIS PAGE (Including non-federal funds and all funding years)					
a. Personnel	\$ 76,608	\$	\$	\$	\$ 76,608
b. Fringe Benefits	19,152				19,152
c. Travel	1,110				1,110
d. Equipment	16,200				16,200
e. Supplies	23,520				23,520
f. Contractual	93,988				93,988
g. Construction	0				0
h. Other	54,000				54,000
i. Total Direct Charges (sum of 6a-6h)	284,578				\$ 284,578
j. Indirect Charges	9,576				\$ 9,576
k. TOTALS (sum of 6i and 6j)	\$ 294,154	\$	\$	\$	\$ 294,154
7. Program Income	\$ 0	\$	\$	\$	\$ 0

		TOTAL PROJECT BUDGET					REQUESTED FROM FUNDER				
		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Total</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Total</u>
<u>Net Revenue</u>											
Enter Type of Revenue		0	0	0	0	0	0	0	0	0	0
Total Net Revenue		0	0	0	0	0	0	0	0	0	0
<u>Expense</u>											
Personnell		76,608			0	76,608	76,608			0	76,608
Fringe Benefits	25%	19,152			0	19,152	19,152			0	19,152
Total Compensation		95,760			0	95,760	95,760			0	95,760
Travel		1,110			0	1,110	1,110			0	1,110
Equipment		16,200			0	16,200	16,200			0	16,200
Supplies		23,520			0	23,520	23,520			0	23,520
Contractual		93,988			0	93,988	93,988			0	93,988
Construction		0			0	0	0			0	0
Other		54,000			0	54,000	54,000			0	54,000
Total Direct Charges		284,578			0	284,578	284,578			0	284,578
Indirect Expense	10%	9,576			0	9,576	9,576			0	9,576
Total Expense		294,154			0	294,154	294,154			0	294,154
Net Project Cost		-294,154			0	-294,154	-294,154			0	-294,154

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	HRSA-21-140	\$ 0	\$ 0	\$ 0	\$ 0
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$ 0	\$ 0	\$ 0	\$ 0

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 294,154	\$ 85,688	\$ 69,488	\$ 69,489	\$ 69,489
14. Non-Federal	\$ 0	0	0	0	0
15. TOTAL (sum of lines 13 and 14)	\$ 294,154	\$ 85,688	\$ 69,488	\$ 69,489	\$ 69,489

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program		FUTURE FUNDING PERIODS (YEARS)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.		\$ 0	\$ 0	\$ 0	\$ 0
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		\$ 0	\$ 0	\$ 0	\$ 0

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	
22. Indirect Charges:	\$9,576 based on 10% provisional rate
23. Remarks:	

Breakdown of
Non-Federal
Funds

Breakdown of
Year 1 Federal
Funds
*Note front
loaded for
equipment

Subsequent
Years of
Federal Funds

		TOTAL PROJECT BUDGET					REQUESTED FROM FUNDER				
		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Total</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Total</u>
<u>Net Revenue</u>											
Enter Type of Revenue		0	0	0	0	0	0	0	0	0	0
Total Net Revenue		0	0	0	0	0	0	0	0	0	0
<u>Expense</u>											
Personnell		76,608			0	76,608	76,608			0	76,608
Fringe Benefits	25%	19,152			0	19,152	19,152			0	19,152
Total Compensation		95,760			0	95,760	95,760			0	95,760
Travel		1,110			0	1,110	1,110			0	1,110
Equipment		16,200			0	16,200	16,200			0	16,200
Supplies		23,520			0	23,520	23,520			0	23,520
Contractual		93,988			0	93,988	93,988			0	93,988
Construction		0			0	0	0			0	0
Other		54,000			0	54,000	54,000			0	54,000
Total Direct Charges		284,578			0	284,578	284,578			0	284,578
Indirect Expense	10%	9,576			0	9,576	9,576			0	9,576
Total Expense		294,154			0	294,154	294,154			0	294,154
Net Project Cost		-294,154			0	-294,154	-294,154			0	-294,154

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Budget Narrative

Budget Narrative

- Additional guidance in the SF424 Application Guide for federal grants
- RFP/RFA/NOFO may have additional guidance in it
- What is a Budget Narrative?
 - Taking budget and adding narrative/justification for each line item
 - Table format with narrative justification

Expense

Salary: Salary expense is for project-related staff employed by applicant organization (consulting/contracted services are listed in a separate line item). State the title, name (if known), annual salary, full time equivalency (FTE) to this project. For multi-year grants, provide detail for each year.

Position	Annual Salary	FTE	Year 1	Total
MSU-OPHI Director		0.15		In-Kind
Evaluator and HRA Developer	\$ 91,000	0.55	\$ 50,050	\$ 50,050
Computer Science Dept.				
Consultation	\$ 50,000	0.08	\$ 4,000	\$ 4,000
Computer Science Dept. GA	\$ 11,000	1.00	\$ 11,000	\$ 11,000
Education Consultant and				
Financial Officer	\$ 46,231	0.25	\$ 11,558	\$ 11,558
Total Budget	\$ 198,231		\$ 76,608	\$ 76,608

Budget Explanation:

MSU-OPHI Director: Dr. Duitsman will be the overall grant administrator. He has administered grants and contracts for last sixteen years in Missouri at the state-wide, regional and local levels. He has extensive experience with community based initiatives and interventions. Dr. Duitsman will be ultimately responsible for the grant administration, reporting, budget and ensuring that staff have what they need to perform their portions of the project. Dr. Duitsman's time will be 0.15 FTE and will be considered in-kind.

Evaluator and HRA Developer: Dr. Joseph Hulgus will be the Evaluator of SOARHigh Wellness Phase II, the creator of the social-emotional wellness education modules, as well as the developer for a new health risk assessment (HRA) tool. He is a licensed psychologist and received his Ph.D. in Counseling Psychology from Texas Woman's University, Master of Public Health degree from Missouri State University (MSU) and Bachelor's degree from Indiana State University – Evansville. Dr. Hulgus has worked with the MSU Ozarks Public Health Institute (OPHI) as program developer, project manager and program evaluator for the last 13 years. Currently, Dr. Hulgus is the Program Manager as well as lead Psychologist and evaluator of the SOAR: Mental Health Trauma Intervention Program that is being implemented in Taney and Stone Counties. His other research work with OPHI has been varied and distinguished. His efforts in developing "Missouri Mental Health Standards" for the Missouri Department of Health and Senior Services received national recognition. Dr. Hulgus is also a Professor of Counseling and has 30 plus years of experience working in a wide variety of contexts as a counseling psychologist, research psychologist and public health researcher. Dr. Hulgus will be receiving extra compensation in the amount of \$135,391 over 3 years for his contributions this project.

Computer Science Department Consultation: This person will be one of two Missouri State University in the Computer Science Department (CSD) faculty who has worked with OPHI in the past. This person

will work alongside of Dr. Hulgus to develop the HRA tool. This person will be receiving \$10,772 in extra compensation for their contribution to the project.

Computer Science Department Graduate Assistant: A graduate assistant from the Missouri State University Computer Science department will be hired in Year 1 to help Dr. Joe Hulgus and the CSD faculty member begin to build the HRA tool and online portal that will be used to track student information and health outcomes following each HRA and social-emotional wellness assessment.

Financial Officer and Education Consultant: This person will be hired by MSU-OPHI to track overall project budget, handle purchasing and process all internal and external paperwork. They will also assist in the development and implementation of educational programs within all participating schools.

Benefits and Payroll Taxes*:

Position	Annual Salary	FTE	Rate	Year 1	Total
Evaluator and HRA Developer	\$ 91,000	0.55	0.362	\$ 18,098	\$18,098
Computer Science Dept. Consultation	\$ 50,000	0.08	0.362	\$ 1,446	\$ 1,446
Computer Science Dept. GA	\$ 11,000	1.0	0	\$ -	\$ -
Financial Officer and Education Consultant	\$ 46,231	0.25	0.362	\$ 4,179	\$ 4,179
Total Budget	\$ 198,231			\$ 23,724	\$23,724

Consulting/Contracted Services:

HASS (Health Assessment Systems and Services), LLC

HASS is an integral partner in this project and will be considered a sub-award relationship.

Project Manager - Mary Sheid - 1,100 hours X \$45/hr = \$49,500 (annually)

Administrative Assistant Victoria Thompson - \$18.50/hr X 1330 hours = \$24,605

Travel for Project Manager - 32 weeks X 4 trips week X 90 miles per trip X .45/mile = \$5,184 (Annually)

University of Missouri Extension Whole Foods Nutrition - 5 schools X \$2,200 per school = \$11,000

SPARK Facilitator - MSU-OPHI will contract with SPARK to bring in a national trainer to facilitate training = \$3,699

Consulting/ Contracted Services	Year 1	Total
HASS, LLC	\$ 79,289	\$ 79,289
University of Missouri Extension	\$ 11,000	\$ 11,000
SPARK Facilitator	\$ 3,699	\$ 3,699
Total Budget	\$ 93,988	\$ 93,988

Budget Explanation: The consulting/contracted service partners bring capacity to the project that would not exist otherwise.

HASS, LLC

Project Manager: Mary Sheid, is a licensed Physical Therapist of 20 years with OCS and CertMDT. Mary is the initial creator of SOARHigh Wellness. She will be responsible of overseeing all aspects of the project and will coordinate services between the providers and the schools. In addition, she will coordinate the assessments, data collection and compile findings.

Administrative Assistant: Victoria Thompson, is an Administrative Assistant with HASS, LLC and will provide support services to the Project Manager by handling all paperwork, entering data and assisting with reports.

Travel for Project Manager: The Project Manager plans to make 4 trips weekly to the participating schools during the school year including four trips for each HRA, one town-hall meeting, one meeting at the beginning of each intervention and one follow-up meeting following the completion of each intervention. The average distance to each school is 90 miles round trip.

University of Missouri Extension will implement evidence-based whole foods nutrition education in each participating school

A SPARK national trainer will provide a one-day training for all participating schools to train the Physical Education teachers in the SPARK curriculum.

Equipment:

Commercial Grade Smoothie Machines – 5 schools X \$1,500 per school = \$13,500

Commercial Grade Juicer – 5 schools X \$300 per school = \$1,500

Equipment	Quantity	Unit Cost	Year 1	Total
Commercial Grade Smoothie Machine	5	\$ 1,500	\$ 7,500	\$ 7,500
Juicer	5	\$ 300	\$ 1,500	\$ 1,500
Total			\$ 9,000	\$ 9,000

Budget Explanation: As part of University of Missouri Extension's Whole Foods Nutrition Education, each school will be provided with a Cecilyware Frigoranta Beverage Dispenser MT1MINI 1.5 gal.

Commercial Grade Smoothie Machine and an Omega J8007 Juicer to incorporate into healthy school lunch options or for purchase by the students to increase student fruit and vegetable intake.

Travel:

Local Travel:

Travel for Missouri State University Ozarks Public Health Institute Staff – 150 miles X 2 X 10 trips X .37/mile = \$1,110 (Annually)

Travel	Year 1	Total
Local Travel	\$ 1,110	\$ 1,110
Total	\$ 1,110	\$ 1,110

Budget Explanation: Missouri State University staff will travel to collect data, for evaluative purposes and to implement the mental wellness component of SOARHigh Wellness.

Other Direct Expense:

Health Risk Assessments:

Year 1 - 300 students X \$180/student (\$180 for 1st HRA using Wellsource commercial tool) = \$54,000

Space and Food for SPARK Training

Space to hold SPARK Training = \$200

Lunch for SPARK Training – 41 people X \$20 each = \$820

School Participation Stipend – 9 schools X \$2,500 per school (Annually) = \$22,500

Other Direct	Year 1	Total
Health Risk Assessments	\$ 54,000	\$ 54,000
Space for SPARK Training	\$ 200	\$ 200
Food for SPARK Training	\$ 820	\$ 820
School Participation Stipend	\$ 22,500	\$ 22,500
Total	\$ 77,520	\$ 77,520

Budget Explanation:

Health Risk Assessments: To determine the impact of interventions over the grant funded period, a HRA will be completed on each of 300 students 4 times throughout the program. Currently, Wellsource is the product used for HRAs and will be used for the 1st, 2nd and 3rd HRA. During SOARHigh Phase II, Missouri State University will be working to develop a new HRA platform to decrease these costs significantly for SOARHigh Phase III.

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Be Consistent



Be Consistent

- Budget reflected in Project Narrative
- Project Narrative reflected in Budget and Budget Narrative
- Correct amount on SF424 Cover Page
- ...and in other attachments
- Watch for changes

FAQ's

- What is the difference between overhead and indirect costs?
- How do I get a negotiated cost rate for indirect costs?
- Do all federal grants require a match?
- How do I calculate fringe/benefit rates?
- If I am applying for general operating expenses, do I need a program/project budget specific to the application?

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Thank You!

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