**Budget Overview**

**General**:

**Blue shaded fields:** The applicant must complete all cells shaded blue. White cells are populated from other fields.

The GATA Budget Template contains the following tabs:

* Section A ICJIA Funds – Complete the blue cells at the top of the tab and the total funds requested.
* Section A Indirect Cost Info – Applicant must check one of the boxes numbered 1-5. Applicants selecting boxes 1 or 2 must also complete the shaded cells at the bottom of the tab.
* Section B Match Funds – Complete the blue cells detailing the source of matching contributions.
* Applicant Certification – Complete the blue cells
* FFATA
* Section C1 Personnel
* Section C2 Fringe Benefits
* Section C3 Travel
* Section C4 Equipment
* Section C5 Supplies
* Section C6 Contractual
* Section C7 Indirect Costs
* Section C Budget Summary
* Section C Agency Approval

**The Total Cost is automatically calculated based on the detail in each line item. The applicant must complete the share of each line item total cost that will be charged to federal/state or matching funds.**

**Instructions:**

***Pro‐ration rates:*** In some cases, equipment, furniture or contractual expenses are shared by an agency. Grant funds can only be used to pay for the share of those expenses attributed to the program. This process is done by pro-rating the cost of shared equipment, furniture and contractual expenses.

1. ***Personal contractual cost***. This is the cost that is attributed to non-full-time individuals paid with grant funds. Examples of personal contract cost are cell phones, professional license fees, and malpractice insurance. The pro-rated cost is determined by taking the cost of contractual expense multiplied by the employee’s percentage of time working on the program.

*Example* formula for determining personal contract cost:

A cell phone cost $50/month and the person using the cell phone is working on the grant 75% of the time.

$50 (cost) x .75 (time working on the program) x 12 months (length of the program) = $450 max. cost.

1. ***Shared office equipment/contractual cost****.* These are cost(s) for equipment or contractual expenses that are used by the entire office and not just the grant program. Examples of shared office equipment: copiers, mail machines, rent and utilities. The pro-ration rate is determined by taking the number of full time equivalents (FTEs) divided by the total number of people in the office. 2.5 (FTEs working on the grant) ÷ 10 (total number of people working in the office) = .25 proration rate.

*Example* of the pro-ration formula:

As determined in the above example, the proration rate is 25%.

The monthly rent is $10.000.

The maximum allowable rent expense for the year is $3,000 ($1,000 rent x .25 proration rate x 12 months of the grant program).

***Budget:*** Detailed cost section for the seven budget categories. This is where all of the grant expenses are listed.

* **Round to nearest whole number:**Whole numbers should be used. Round as appropriate.
* **Accuracy:** Applicant is responsible for ensuring the formulas being used are correct.
* **Consistency:**Figures listed in the budget should not contradict those noted in the budget narrative.

***Budget Narrative:*** Used to explain the need for a particular program expense. Information must be provided for each cost detailed in the budget, no matter how large or small.

* **Detail:** The budget narrative should contain enough detail so that the reader can understand the grant program without having to refer to the Program Narrative
* **Consistency:**Figures listed in the budget should not contradict those noted in the budget narrative.
* **Rounding:** Rounding that occurred in the budget should be explained in the budget narrative.

**Budget Categories**

**Section C1: Personnel**

Listing of all of the agency’s personnel dedicated to the grant program.

1. *Name:* Please write “to be determined”.
2. *Job title*. The title of each position must be listed in the budget and in the budget narrative.
3. The title for the position must be consistent in the budget and budget narrative. The title must match the position names used in the Program Narrative. Each position should have a short description of what they are doing for the grant program.
4. *Salary or wage*. This is the maximum that the grant (combining grant and match funds) can pay, based on the percentage of time spent on the program. This is determined with the following formulas:
5. *Basis:* This is the unit of time (such as hours, days, weeks, months) that was used to calculate the total salary.
6. *Percentage of time*: The percentage of a full time equivalent work week that the funded personnel will work on grant activities.
7. *Quantity*: This is the number of basis units (hours, days, weeks, months) that the funded personnel will be charged to the grant.
8. *Detailed narrative:* The budget narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase.

**Section C2: Fringe Benefits**

If personnel listed in the budget are receiving fringe benefits then a detailed breakout of all fringe benefits applicable, including percentage calculations, must be included in the budget narrative.

**Section C3: Travel**

Work-related travel, including travel to training or conferences.

1. *Reasonable and necessary:* All travel must be reasonable and necessary for administering the program.
2. *Separate and distinct*: Each travel-related item must have its own budget line item and detailed narrative on its need and usage.
3. *State mileage must be used*. Please check with the State of Illinois Central Management Unit Travel Guide (<http://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx> for the current state mileage rate. The state mileage rate must be used unless the agency mileage rate is less than the lesser amount has to be used. Mileage reimbursement is only provided with use of personal vehicles.
4. *Justification for estimate cost:* Grantee must indicate basis for cost estimates.
5. *Per diem*: Reimbursement for meal expenses when traveling is allowable with a program-related overnight stay less any conference-provided meals. Conference meals provided must be deducted from the per diem. The state per diem rates are:
* In-state travel: $7 per quarter of the day
* Out-of-state travel: $8 per quarter of the day
1. *Lodging rate*: Lodging rate is the maximum rate for a hotel room that can be charged to the grant. If the lodging rate exceeds the maximum allowable rate, non-grant, non-match funds must be used to make up the difference. The lodging rate does not include taxes.
* In-state travel: The state lodging rate must be used. View the state travel guide for current rates: <http://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>.
* Out-of-state travel: The federal lodging rate must be used. Current lodging rates: <http://www.gsa.gov/portal/category/21287>
1. *Pre-approval of all out-of-state travel*: All out-of-state travel must be pre-approved by ICJIA.
2. *Conference travel:* Only employees on the grant contract are allowed to use grant funds to travel to conferences. A justification as to why conference attendance is reasonable and necessary for the administration of the program must be included.
3. *Airfare*: Only the most reasonable airfare should be purchased, and all available discounts must be applied.

**Section C4: Equipment**

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit cost of at least $5,000. Items with smaller unit costs are considered Supplies and should be detailed on that budget tab.

1. *Reasonable and necessary:* All purchases must be reasonable and necessary for administering the program.
2. *Cost to be pro-rated:* Pro-rate equipment cost if the equipment is not solely being used for the grant program.
3. *Disposal of equipment*: The grantee has a duty to inform ICJIA when disposing of equipment purchased with wither federal or matching funds. This duty exceeds the life of the grant.
4. *Competitive selection process*: When selecting a vendor the selection process must be competitive.
* Prior to purchasing equipment costing less than $100,000, the grantee must get bids from at least three vendors.
* If the equipment being purchased is more than $100,000 the grantee must coordinate a Request for Proposals (RFP) or an Invitation for Bid (IFB) process. ICJIA must pre-approve the RFP or IFB.
* Grantee must indicate in the budget narrative the manner in which the vendor is selected.
1. *Detailed narrative:* The budget narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase.
2. *Brand name checklist*: Federal rules require that budget and budget narratives do not contain brand name of products. However, if a grantee must include the brand name of a product, a completed brand name checklist is required. If applicable, ICJIA will provide this checklist to successful applicants.

**Section C5: Supplies**

Items that will be consumed during the grant period and have a unit cost of less than $5,000.

1. *Reasonable and necessary:* All purchases must be reasonable and necessary for administering the program.
2. *Separate and distinct*: Each item must have its own budget line item and detailed narrative on its need and usage.
3. *Detailed narrative:* The narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase. The grantee also must explain how the cost was determined.
4. *Pro-ration:* All commodities must be pro-rated if they cannot be directly contributed to the program and are based on the cost of the whole agency. Formula(s) used must be shown.

**Section C6: Contractual**

Expenses that are incurred per a contractual agreement.

1. *Reasonable and necessary:* All expenses must be reasonable and necessary for administering the program.
2. *Separate and distinct*: Each item must have its own budget line item and detailed narrative on its need and usage.
3. *Pro-ration:* If contractual expenses cannot be directly contributed to the grant program but the whole agency’s contractual cost are used then these cost must be pro-rated. Formula(s) used must be shown.
4. *Detailed narrative:* The narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase.
5. *Publications*: When contracting for printing, a note in the narrative should be made indicating that ICJIA’s disclaimer will be printed on all materials.
6. *Conference Registration* and *Expenses*: Only employees on the grant contract are allowed to use grant funds for conference expenses. Please note that all out-of-state travel needs ICJIA prior pre-approval.
7. *Contractual employees*: List the salary of the contractual employee and a description of the employee’s grant program duties. Contractual employees must have a written agreement with the funded agency.
	1. Explain fringe benefits in the budget narrative.
	2. If a competitive process was not used to select the contractor, a Sole Source Justification Checklist is required. If applicable, ICJIA will provide this checklist to successful applicants. ICJIA must pre-approve all Sole Source funding requests.
8. *Review of contracts*: ICJIA must review and approve all contracts utilizing federal and match funds.
9. *Rent*: Grant and match funds may be used to cover reasonable rent costs. Grant-funded rent payment is prohibited when the grantee has a financial interest in the building. Both the total rent and pro-rated amounts must be listed in the budget with an explanation how the rent was pro-rated.
10. *Utilities*: Grant and match funds may be used to cover reasonable costs of utilities used by grant personnel. Both the total utility and pro-rated utility costs must be included in the budget narrative.