

## Completing the Community Project Grant Budget Template



Use the Community Project Grant (CPG) budget template to submit your proposed and final budgets. The budget template is available for download on both the [Mini](#) and [Major](#) grant webpages. On each page, scroll down to the “Apply for a Grant” section; click on the “Submit Your Application” tab and the file will be available on the right column under “Required Application Forms.”

### Tips for completing your budget:

- ✓ The reported revenue and expenses must balance.
- ✓ Double check that your calculations are correct before submitting your file.
- ✓ Submit your budget as an Excel file. We do not accept Numbers files.

### To complete the proposed budget

- 1) Download and save a copy of the budget template.
- 2) Enter all sources of anticipated revenue and all anticipated expenses in the “Proposal” section of the template. Explain the basis for calculating each item in the “Budget Notes” section of the template.
- 3) Double check your calculations. The proposed budget must balance.
- 4) Save a copy of the file. If your project is funded, you will complete the final budget section.

### To complete the final budget

- 1) Open the file with your approved proposed budget.
- 2) Enter the actual revenue and final expenses in the “Final” section of the budget template. Update the “Budget Notes” to reflect the final budget expenses. Explain the basis for calculating each item.
- 3) Check to make sure that the final budget balances and all reported revenue and expenses are correct.
- 4) Collect all final financial documentation for your reported expenses and make sure it matches with the amounts reported in the budget template.
- 5) Save a copy for your records.
- 6) Submit the final budget and required financial documents as part of your final report, due to NHH no later than 90 days after the grant period ends.

### Restrictions

#### ***Grant funds cannot be used for any of the following purposes:***

- To fund the creation of or performance of art (for example, drawing, painting, sculpture, drama, dance, music, creative writing etc.)
- To cover an organization’s general operating expenses
- To advocate or lobby for a political ideology policy, cause, or party
- To purchase and supply alcohol or food
- To support building, restoration, preservation,

- To advocate for a particular religion
- To provide social services
- To offer scholarships or prize money
- To fundraise
- To fulfill cost-share requirements with other federal grants.

**Period of Performance:** All program expenses and activities must take place during the grant period defined in your application. Grant periods begin on the first day of the month that expenses and activities take place and end on the last day of the month during which expenses and activities cease. NHH cannot retroactively fund projects.

**Reporting.** Final Reports, which include a final budget, are due no later than 90 days after the grant period ends. For more information about final reporting requirements, see the “Administer your Grant” section of the grant webpage.

### **Cost Share Requirements.**

Applicants must be able to meet a 1:1 cost share requirement. For every grant dollar NHH awards, the applicant must contribute at least an equal value of goods or services to the project, as cash or in-kind contributions, or a combination of both. ***\*\*For applicants applying for a major grant, at least 10% of an organization’s cost-share must be cash contributions from the applicant organization and/or partner organizations.***

- **Cash contributions:** the organization pays currency for goods or services. Funds may come from the applicant’s operating budget, partner organizations, sponsorships, donations, or non-federal grants, etc. (Examples of cash expenses include staff time supporting the project, honoraria, publicity, printing, travel expenses, supplies.)
- **In-Kind contributions:** goods or services that are donated to the project. The value of the contribution should be calculated using the fair-market value – what you would otherwise pay for the same good or service. The value of discounts on services or goods can also be included. (Examples include volunteer time, donated space, materials, equipment, or supplies)

***All cash and in-kind contributions can count towards the cost-share when they meet the following criteria:***

- ✓ Are verifiable from the grantee or venue partner’s records;
- ✓ Are not included as contributions for any other project or program that uses federal funds;
- ✓ Are necessary and reasonable for the proper and efficient accomplishment of the project;
- ✓ Are types of charges that would be allowable under federal cost principles;
- ✓ Are used to support activities that are included in the approved project work plan; and
- ✓ Are incurred during the period of performance.

**Direct Expenses.** Are costs directly attributed to the specific project. In the “Budget Notes” section of the budget template, show how all costs were calculated. Common direct expenses include:

- **Salaries and Stipends:** Grant funds may be requested to cover stipends or salaries (including fringe benefits) for individuals involved in the project. These expenses may also be put towards the cost-share. (Example: honorarium for speakers, stipend for the project director.) In the “Budget Notes” section of the budget template, show how the expense was calculated—as a flat rate, percentage of salary, or rate. (e.g. Project Director: 25% of salary= \$12,500; Assistant: 20 hours @ \$20/hr = \$400).
- **Travel and Meals.** A request for necessary travel expenses for key personnel may include reasonable travel lodging, and per diem expenses. Travel expenses such as mileage should be calculated using the IRS rate. Alcoholic beverages or refreshments for participants are not an allowable expense.
- **Equipment.** Equipment needed to accomplish the project is allowable. Any equipment purchases over \$5,000 require written approval from NHH.
- **Technology/Software/Media.** These are items that may need to be rented or purchased for the project, such as a recording device for an oral history project; a projector or DVD player for a film discussion; CDs, DVDs, tapes, films or software.
- **Materials/Supplies:** Materials and supplies are things that will be used by or given to participants during the project.
- **Publication and Printing:** Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable. This includes the duplication of reading materials and promotional materials.
- **Promotion/Publicity:** All publicity costs must relate to program outreach and support the funded project. The design and production of flyers, posters, brochures, and other materials related to publicity may be included here.
- **Venue/Program Space:** The rental cost of space used to present public program(s) as part of a project may be included as an expense in the request. If there is no charge for the use of the space, include an estimated value as an in-kind contribution.

**Indirect Expenses (F&A).** Indirect costs are often called “overhead” or “operating costs.” They don’t directly support the project but are necessary expenses – electricity and heating costs, insurance, rent. Explain how you calculated your indirect costs in the “Budget Notes” section of the budget template.

- Institutions of higher education and non-profit entities with a federally negotiated indirect rate may use their NICRA rate to calculate indirect costs. Provide a copy of your approved NICRA rate with your application materials.
- Nonprofit organizations without a negotiated indirect rate may calculate your indirect cost request as 10% of the total direct project costs.

**Example:** You request \$6,000 for direct costs. Using a 10% rate, you calculate your indirect costs as \$600. Your total funding request (direct plus indirect) is \$6,600.