

Budget Instructions
North Central Regional Center for Rural Development
FY 2012-2013 Small Grants Program

BUDGET FORM

The budget should be entered into a grants.gov budget form. For your convenience, a blank form named subcontract budget template.pdf is downloadable from the nccrcd.org web site under “small grants”. If you encounter trouble downloading it from the NCCRCRD web site, it should also be available from the grants.gov web site. This form will be included in the Center’s overall budget proposal as a subcontract to the lead author’s institution under Fiduciary Arrangement 1. For proposals falling into Fiduciary arrangement 2, the material you provide will be added to the Center’s overall budget, but the proposal you submit to NCCRCRD will be used to inform budget and reimbursement decisions.

Prior to downloading and completing the blank form, it is advisable to first update your free version of the Adobe Acrobat reader. We recommend entering some test data well in advance of the grant proposal due date, and saving to make sure your system is functioning correctly. If you encounter technical trouble entering data into the form, contact your institution’s computer support center.

The NCCRCRD is of course happy to assist with questions about allowable expenses and our philosophy regarding budgets, but it is not well positioned to help with software issues as these are often specific to the location.

Personnel: (Professional, clerical, and technical staff)
Salary (list name, percent FTE, and dollar figure.)
Fringes (list fringe costs for each person).

If the personnel to be paid have been identified, include each individual’s vita as part of the budget justification. If the personnel have not been identified, state that the position will be filled using search processes consistent with your institution’s policies.

Student Labor: (Undergraduate and graduate)
Hourly pay: rate, number of hours and total.
For research assistants, list number of semesters, stipend, fringe, and total. It is not necessary to identify the students at the time of grant submission.

Travel:
List total amount to be paid for travel. Allowable travel is limited to the continental United States.

Other:
Speaker honoraria and gift cards are not allowable. Consider consultants or travel reimbursement in lieu of honoraria or gift cards.

Other expenses are allowable but must be fully specified, (e.g., software purchase, survey mailing costs, conference venue, etc.) Ballpark estimates may lower the rating of the overall proposal.

BUDGET JUSTIFICATION

For each item in your budget prepare a brief statement as to why it is needed. For non-salary/benefit items, specify more fully the costs. For example, under “other” a proposal might state, “1000 surveys to be mailed to community development groups. Costs include 0.45 postage, .10 printing, and 0.32 for return response postcard. “

Your budget justification should be saved as a pdf and attached to line K of the grants.gov budget form.