

**Judicial Council of California
Judicial and Court Operations Services Division
Center for Families, Children & the Courts**

SAMPLE BUDGET FORM AND NARRATIVE

This is an illustration of a sample detailed budget and narrative for the grant funding period.

DO NOT INCLUDE IN FINAL BUDGET FORMS FOR THE COURT AND THE SUBCONTRACTOR

**CALIFORNIA'S ACCESS TO VISITATION GRANT PROGRAM FOR ENHANCING
RESPONSIBILITY AND OPPORTUNITY FOR NONRESIDENTIAL PARENTS**

**Budget for Fiscal Year 2015–2016
BUDGET FORM AND BUDGET JUSTIFICATION NARRATIVE**

APPLICANT COURT BUDGET SUMMARY FORM

Applicant Court:	Superior Court of Main County		
Court Fiscal Contact:	Joe Smith	Phone Number & Email Address:	352-222-4444 joe.smith@maincourts.gov
Date:	September 12, 2014		

Please note there is a 20% matching funds requirement

Budget Categories	Costs	20% Matching Requirement
Salaries	\$0	\$6,840
Fringe Benefits	\$0	\$2,917
Training Expenses and Related Travel Expenses	\$1,206	
Other Direct Costs	\$390	
Contractual & Consultant Services	\$58,404	\$13,765
Indirect Costs	\$0	
TOTAL BUDGET REQUEST	\$60,000	
TOTAL MATCH		\$23,522

TOTAL ESTIMATED PROGRAM INCOME	\$0	
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SAMPLE

SAMPLE BUDGET

ACCESS TO VISITATION GRANT PROGRAM

APPLICANT COURT BUDGET FORM AND JUSTIFICATION NARRATIVE Fiscal Year 2015–2016

Applicant Court:	Superior Court of Main County		
Court Fiscal Contact:	Joe Smith	Phone Number & Email Address:	352-222-4444 joe.smith@maincourts.gov
Date:	September 12, 2014		

SALARIES

Instructions: Under personnel, this budget category should include salaries for individuals/employee of the court whose work is related to the administration and operation of the grant program.

Position	Annual Salary/Rate	Time Allocated to Grant	Cost
		TOTAL	\$0

BUDGET JUSTIFICATION: Describe the role and responsibilities of each position.

FRINGE BENEFITS

Instructions: List all components of allowable fringe benefits rate. Note that this budget category should contain only the cost of employer-paid fringe benefits such as health insurance, FICA, unemployment insurance, workers' compensation, etc. for those individuals who are directly involved in the administration/operation of the grant program. You are required to provide the employee benefits and rates.

Component	Rate	Salary	Cost
FICA/ Medicare			
Workers Compensation			
Unemployment insurance			
Taxes			
		TOTAL	\$0

BUDGET JUSTIFICATION: List and explain applicable fringe benefits for the project.

TRAINING EXPENSES AND RELATED TRAVEL EXPENSES

Instructions: Training and related travel costs shall not exceed the approved state rate. The Access to Visitation Grant will not reimburse grantees to attend non-Judicial Council sponsored conferences or trainings. Include required Family Code Section 3200.5/Standard 5.20 training and data collection training, if applicable.

Purpose Of Travel	Location	Item	Cost
Attendance at Standards training	San Francisco	Airfare	\$500
		Hotel	\$453
		Per Diem (meals)	\$136
Trip to collaborative partnership courts for grantee meetings	Greenville	Mileage	\$117
		TOTAL	\$1,206

BUDGET JUSTIFICATION: Describe the purpose of the travel, number of attendees, and staff positions.

The costs above are for two staff members to attend a Standards training provided by the Judicial Council program staff in San Francisco. The two staff members are the Program Coordinator and one supervised visitation monitor. Local travel costs are needed to attend court/county collaborative meetings with grantees regarding grant project activities. Local travel is based on the Judicial Council approved state rate.

OTHER DIRECT COSTS

Instructions: List costs of materials or expenses for the administration and operation of the grant program. For example, office supplies, postage, printing, rent, liability insurance, fingerprinting, and equipment for the administration and operation of the grant program. Do not list any equipment that exceeds \$500.00. Computer purchases require Access to Visitation Grant Program manager approval.

Items	Calculations	Cost
General office supplies	\$32.50/mo. x 12 mo.	\$390
	TOTAL	\$390

BUDGET JUSTIFICATION: Explain rationale for cost items and how costs were estimated. Breakdown costs into cost/unit.

The offices supplies are needed for general operation of the grant program.

CONTRACTUAL & CONSULTANT SERVICES

Instructions: This budget category should contain any professional consultant services and associated costs necessary to complete program objectives. This category also includes contracts to subcontracting agencies and generally includes funds paid to non-employees for services or products.

Subcontractor Name	Service	Cost
Project Director A	Contractual services- Project management	\$8,444
Subcontractor B: ABC Visitation Agency	Contractual services	\$11,386
Subcontractor C: Kids R Us	Contractual services	\$4,848
Subcontractor D: Happy Family	Contractual services	\$17,826
Subcontractor E: Kids' World	Contractual services	\$15,900
	TOTAL	\$58,404

BUDGET JUSTIFICATION: Explain the need for each contractual agreement and how the services relate to the grant program.

The court will enter into an MOU agreement with the four subcontracting agencies listed above to provide the grant-related services of supervised visitation and exchange services under the courts Access to Visitation Grant Program. The grant amounts above are the anticipated grant funding allocation to each of the subcontractors.

INDIRECT COSTS

Instructions: Indirect costs can only be claimed by the court at the state or federal approved rate. Only courts that budget for personnel expenses are allowed to claim indirect costs under this grant program. Any indirect costs claimed must be allocated in the court budget. The indirect cost rate is limited to 10% of court employee salaries only, excluding benefits and overtime. See budget instructions for complete details.

Item	Rate	Cost
N/A	N/A	
	TOTAL	\$0

BUDGET JUSTIFICATION: Explain the type and rate for indirect cost categories.

ENTER APPLICANT COURT NAME HERE	TOTAL COURT BUDGET REQUEST	\$60,000
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MATCH

Instructions: There is a 20% non-federal matching funds requirement for the grant. The match can be cash or in-kind. Match must meet allowable cost criteria. Describe the source of the match and projected costs to meet the match requirement.

Match Item	Match Source	Computation	Cost
Accountant	Trial Court Funding	\$4,167 x 12 x 6.48% \$5,833 x 12 x 5.14%	\$3,240
Program Director	Trial Court Funding	10 hrs/mo x \$30/hr x 12 months Fringe Benefits: 42.65% x \$6,840	\$3,600 \$2,917
		COURT MATCH TOTAL	\$9,757

BUDGET JUSTIFICATION: Explain the type and source of the match that will be used to meet the grant requirement.

The court will use grant accounting staff to prepare budgets, submit invoicing reports/bills, ensure accounts payable, and address fiscal matters related to the grant program. The program director will be responsible for overseeing the administration of the grant program.

PROGRAM INCOME

Instructions: Provide an estimate of how much program income will be collected during the fiscal year if court/subcontractor intends to collect program income (e.g., client fees) under the Access to Visitation Grant Program.

Subcontracting Agencies	Source of Program Income	Total Estimated Program Income to be Collected
ABC Visitation Agency Happy Family Kids' World	Fees will be charged to noncustodial parent for supervised visitation services	\$600

SAMPLE

SAMPLE BUDGET

ACCESS TO VISITATION GRANT PROGRAM

SUBCONTRACTOR AGENCY BUDGET SUMMARY FORM

Fiscal Year 2015–2016

Applicant Court:	Superior Court of Main County		
Court Fiscal Contact:	Joe Smith	Phone Number & E-Mail Address:	352-222-4444 joe.smith@maincourts.gov
Date:	September 12, 2014		

Summary of Subcontractors & Consultants' Budget by Categories

Name of Subcontractor Agency	Agency A	Agency B	Agency C	Agency D	Agency E	
Budget Categories	Project Director	ABC Visitation Agency	Kids R Us Group	Happy Family	Kids' World	Subtotal all budget categories.
Salaries	\$8,100	\$8,300	\$0	\$11,371	\$12,600	\$40,371
Fringe Benefits		\$1,660		\$3,334	\$2,123	\$7,117
Training Expenses & Related Travel Expenses	\$344	\$436	\$390			\$1,170
Other Direct Costs		\$990	\$350	\$3,121	\$1,177	\$5,638
Contractual & Consultant Services			\$4,108			\$4,108
TOTAL AGENCY BUDGET REQUEST	\$8,444	\$11,386	\$4,848	\$17,826	\$15,900	\$58,404
TOTAL MATCH	\$0	\$1,100	\$1,200	\$3,565	\$7,900	\$13,765
ESTIMATED PROGRAM INCOME		\$300		\$100	\$200	\$600

SAMPLE BUDGET
ACCESS TO VISITATION GRANT PROGRAM
SUBCONTRACTOR AGENCY BUDGET FORM AND NARRATIVE
Fiscal Year 2015–2016

Applicant Court:	Superior Court of Main County		
Court Fiscal Contact:	Joe Smith	Phone Number & E-Mail Address:	352-222-4444 joe.smith@maincourt.gov
Subcontractor Agency Name:	ABC Visitation Agency		
Subcontractor Agency Contact:	Tom Smith	Phone Number & E-Mail Address:	351-123-4567 tsmith@abc.org
Date:	September 12, 2014		

SALARIES

Instructions: Under personnel, this budget category should include salaries for individuals/employees whose work is related to the administration and operation of the grant program. Intake and orientation cannot be reimbursed under the grant. The grant will not reimburse costs based on a fee for service.

Position	Monthly Salary/Rate	Time Allocated to Grant	Cost
Program Manager	\$5,200 monthly	\$5,200 x 12 x 9.6%	\$600
Visitation Supervisors	\$14 hour	2 staff x 275 hours x \$14 hr.	\$7,700
		TOTAL	\$8,300

BUDGET JUSTIFICATION: Describe the role and responsibilities of each position.

The Program Manager will be responsible for the preparation and coordination of grant-related materials and information required by the grant program. This includes review of data collection, review of quarterly progress reports, and presenting Parenting Education Workshops. The grant funds will be used to pay 9.6% of the salaries for the program manager and 2 part-time visitation supervisors who will be responsible for providing supervised visitation and exchange services for clients.

FRINGE BENEFITS

Instructions: List all the fringe benefits paid by the employer such as health insurance, FICA, unemployment insurance, workers' compensation, etc. for those individuals who are directly involved in the operation of the Access to Visitation Grant program. Provide employee benefits and rates below.

Component	Rate	Salary	Cost
FICA/ Medicare	7%	\$8,300	\$581
Workers Compensation	3%	\$8,300	\$249
Unemployment insurance	2%	\$8,300	\$166
Taxes	8%	\$8,300	\$664
		TOTAL	\$1,660

BUDGET JUSTIFICATION: List and explain applicable fringe benefits for the project.

The benefit rate total is 20% for all employees from the subcontractor agency.

TRAINING EXPENSES AND RELATED TRAVEL EXPENSES

Instructions: Training and related travel costs shall not exceed the approved state rate. The Access to Visitation Grant will not reimburse grantees to attend non-Judicial Council sponsored conferences or trainings. Include required Family Code Section 3200.5/Standard 5.20 training and data collection training, if applicable.

Purpose Of Travel	Location	Item	Cost
1 staff person to attend standards training	San Francisco	Airfare	\$302
		Hotel	\$110
No staff is currently required to attend data collection and FC section 3200.5 and Standard 5.20 training. A budget modification will be requested to reallocate costs for training if new staff is hired during the fiscal year		Per Diem (meals)	\$24
		TOTAL	\$436

BUDGET JUSTIFICATION: Describe the purpose of the travel, number of attendees, and staff positions.

The costs above are for one staff to attend standard training provided by Judicial Council staff in San Francisco. Local travel is based on the AOC approved state rate for fiscal year 2013-2014.

OTHER DIRECT COSTS

Instructions: List costs of materials or expenses for the administration and operation of the grant program. For example, office supplies, postage, printing, rent, liability insurance, fingerprinting, and equipment for the administration and operation of the grant program. Do not list any equipment that exceeds \$500.00. Computer purchases require Access to Visitation Grant Program manager approval.

Items	Rate	Cost
General office supplies	\$50/mo. x 12 mo.	\$600
Postage	\$40/mo. x 12 mo.	\$480
Fingerprinting	\$100.00 x 2 (staff visitation monitors)	\$200
Printing	100 program brochures for the year @ \$2.90 each	\$290
	TOTAL	\$990

BUDGET JUSTIFICATION: Explain rationale for cost items and how costs were estimated. Breakdown costs into cost/unit.

General offices supplies and postage are needed for the general operation of the grant program. The printing costs are needed to reproduce grant program brochures. Fingerprinting is required under the grant program and the costs are to ensure compliance for staff personnel.

CONTRACTUAL & CONSULTANT SERVICES

Instructions: This budget category should contain any professional consultant services and associated costs necessary to complete program objectives. This should also include any contracts to any non-employees for services or products.

Subcontractor Name	Service	Rate	Cost
N/A			\$0
		TOTAL	\$0

BUDGET JUSTIFICATION: Explain the need for each contractual agreement and how the services relate to the overall project.

ABC Visitation Agency	SUBCONTRACTOR AGENCY BUDGET REQUEST TOTAL	\$11,386
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MATCH

Instructions: There is a 20% non-federal matching funds requirement for the grant. The match can be cash or in-kind. Match must meet allowable cost criteria. Describe the source of the match and projected costs to meet the match requirement.

Match Item	Match Source	Computation	Cost
Receptionist	Volunteer	100 hrs x \$11	\$1,100
		SUBCONTRACTOR MATCH TOTAL	\$1,100

BUDGET JUSTIFICATION: Explain the type and source of the match that will be used to meet the grant requirement.

The agency will use a clerical volunteer and receptionist to answer phone, prepare grant program documents for clients, and schedule and coordinate visitation sessions.

PROGRAM INCOME

Instructions: Provide an estimate of how much program income will be collected during the fiscal year if court/subcontractor intends to collect program income (e.g., client fees) under the Access to Visitation Grant Program.

Source of Program Income	Estimated Program Income to be Collected
Fees will be charged to noncustodial parents for supervised visitation services	\$300