

## School Age Program Grant 2020

### Submitting a Correct Budget

**This funding may not fully cover all costs incurred by the program to support school age children in the upcoming school year.**

- A. Review CCDF Allowable/Unallowable Costs found on page 20 -21 of [RFGA](#) as well as the additional allowances found on page 5 of 7 in the FAQ's.
- B. Download excel template for budget found [here](#)
  - a. "Attachment E-Budget Narrative and Itemization Form"
- C. Complete budget for ONE month's estimated expenses for the school-age classroom
  - a. Complete based on the allowed budget maximum amount; not all expected expenses of your program
  - b. Follow step-by-step guide below

### Step-by-step guide to completing budget form

1. Fill out Organization/Company name in Line 5; Program name, if different, in line 6

5	<b>Organization:</b>	
6	<b>Program Name:</b>	

2. Identify the number of youth you anticipate to serve in the school-age classroom/space

School-Age Enrollment Capacity Range:	1 - 10	11 - 20	21 - 30	31 - 40
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3. Once you know how many school-age youth you can accommodate, identify your maximum monthly allowed budget.

School-Age Enrollment Capacity Range:	1 - 10	11 - 20	21 - 30	31 - 40
Maximum Monthly Grant Funding Available:	\$ 4,900.00	\$ 9,800.00	\$ 14,700.00	\$ 19,600.00

*Example: based on your school-age capacity, you plan to serve 20 youth with this grant; you qualify for funding up to \$9,800.00 per month. This is your maximum allowed budget.*

4. Complete each category as necessary

Most programs find it easier to complete Category III prior to Category I or II to ensure that all expenses are accounted for.

- a. Category I:

This category is for Organizations/Companies that have an identified NICRA or De Minimus Rate. **If you do not have a NICRA and choose not to use the De Minimus, then you will not need to complete this section.**

Category II:

- i. This category is for any administrative expenses associated with running the school-age program; this can include marketing; additional director/manager work

**Note:** expenses in these 2 sections cannot total more than 15% of the funding that you are requesting in Category III.

*Example: you have identified that you qualify for a maximum of \$9,800 per month with this funding. However, you have identified expenses in Category III that total \$8,612.00. This means that even though 15% (\$1292) of this amount is allowed, together that would be over the budget allowance totaling to \$9,894.00. The administrative cost will need to be adjusted down to equal the budget allowance. See "Incorrect for 11 – 20 Youth Capacity"*

D. Category III

- ii. This category is for any school-age program (classroom) expenses that you can expect to incur during any given month.
- iii. You can include one-time purchases such as equipment, but know that some purchases may require approval from your DWS Contract Owner.
- iv. It is recommended that Category III is completed prior to category I & II to ensure that administrative costs do not exceed 15%.

**EXAMPLE: Incorrect for 11 – 20 youth Capacity**

Category II: Indirect Expenses	Itemized details of line category expenses	Cost
Salaries	Administrative costs for Director	\$ 1,282.00
Fringe Benefits		
<b>Category III: Program Expenses</b>		
Salaries	2 full time employees @ \$15 per hour	\$4,800
Fringe Benefits	health insurance, payroll taxes 15% of salary	\$ 720.00
Communications <i>(e.g. Consistent monthly charges including and not limited to: printing, copying, phone, internet, postage)</i>		
Client Services <i>(e.g. education services, employment &amp; training, legal services, client transportation)</i>		
Equipment <i>(e.g. computers, laptops, printers, furniture)</i>		
Insurance		
Material and Supplies <i>(e.g. consumable goods)</i>	program supplies: art, STEM, literacy, math, sports	\$992
Professional Fees & Contract Services <i>(e.g. consultants, security)</i>	professional cleaning each month	\$ 700.00
Space Costs <i>(e.g. rent, lease)</i>	program classroom partial rent	\$ 1,000.00
Staff Travel & Transportation		
Staff Development & Training	training for staff each month	\$ 200.00
Utilities <i>(consistent monthly utility charges - gas, water)</i>	gas, water, electric	\$ 200.00
<b>Total Category III Administrative Expenses:</b>		<b>\$ 8,612.00</b>
<b>Total Category I, II &amp; III Expenses:</b>		<b>\$ 9,894.00</b>

**EXAMPLE: Correct for 11 – 20 youth Capacity**

<b>Category II: Indirect</b>	<b>Itemized details of line category expenses</b>	<b>Cost</b>
Salaries	Administrative costs for Director	\$ 1,188.00
Fringe Benefits		
Communications <i>(e.g. Consistent monthly charges including and not limited to: printing, copying, phone, internet, postage)</i>		
Equipment <i>(e.g. computers, laptops, printers, furniture)</i>		
Insurance		
Material and Supplies <i>(e.g. consumable goods)</i>		
Professional Development & Training		
Professional Fees & Contract Services <i>(e.g. consultants, security)</i>		
Space Costs <i>(e.g. rent, lease)</i>		
Travel & Transportation		
Utilities <i>(consistent monthly utility charges - gas, water)</i>		
<b>Total Category I Indirect Expenses and Category II Direct Administrative</b>		<b>\$ 1,188.00</b>
<i>The aggregate of total Category I Indirect Expenses and Category II Direct Administrative Expenses cannot exceed 15% of total Program Expenses</i>		
<b>Category III - Direct Program Expenses:</b>		
<b>Category III: Program Expenses</b>	<b>Itemized details of line category expenses</b>	<b>Cost</b>
Salaries	2 full time employees @ \$15 per hour	\$4,800
Fringe Benefits	health insurance, payroll taxes 15% of salary	\$ 720.00
Communications <i>(e.g. Consistent monthly charges including and not limited to: printing, copying, phone, internet, postage)</i>		
Client Services <i>(e.g. education services, employment &amp; training, legal services, client transportation)</i>		
Equipment <i>(e.g. computers, laptops, printers, furniture)</i>		
Insurance		
Material and Supplies <i>(e.g. consumable goods)</i>	program supplies: art, STEM, literacy, math, sports	\$992
Professional Fees & Contract Services <i>(e.g. consultants, security)</i>	professional cleaning each month	\$ 700.00
Space Costs <i>(e.g. rent, lease)</i>	program classroom partial rent	\$ 1,000.00
Staff Travel & Transportation		
Staff Development & Training	training for staff each month	\$ 200.00
Utilities <i>(consistent monthly utility charges - gas, water)</i>	gas, water, electric	\$ 200.00
<b>Total Category III Administrative Expenses:</b>		<b>\$ 8,612.00</b>
<b>Total Category I, II &amp; III Expenses:</b>		<b>\$ 9,800.00</b>
<b>for office use only</b>		