

Part 3a, 3b & 3c: Program Budget Summary, Grant Budget Request Narrative & Match Contribution Narrative Forms

General Instructions: The proposed budget must be submitted using the following attachments provided in MS Excel file format:

1. Budget Summary Form (Part 3a)
2. Grant Request Narrative Form (Part 3b)
3. Match Contribution Narrative Form (Part 3c)

Program Budget Summary Form (Part 3a): serves as a cover sheet to the Grant Budget Request Narrative and Match Contribution Narrative Forms. While it is formatted with formulas, please check all amounts for accuracy prior to submission. The Budget Summary Form also includes a cost analysis, using information entered in the Program Narrative Form (Part 2) to calculate the cost per placement outcome and the cost per participant served. Reviewers will use these calculations in conducting a cost benefit analysis.

Please see Section Five for additional outcome guidance.

Grant Request Narrative Form (Part 3b): outlines all project costs for which you are requesting grant funds. This **budget should be based upon the entire requested grant duration** (up to three years).

Each line-item amount should have a clear and sufficient cost rationale. Applicants must complete the following columns for each line item for which they are requesting funds.

- ***Actual Cost (AC) or Cost Allocation (CA):*** Please identify whether these expenses will be charged based upon actual costs or a cost allocation plan.

Note: Applicants awarded funding must provide a copy of their cost allocation plan during contract negotiations. If the cost allocation plan does not include sufficient detail or is updated on a monthly or ongoing basis, this updated information must be included along with other required back-up during specified monthly invoices. Any changes to this plan must be submitted to the Commonwealth Corporation for the grant's duration.

- ***Description of use of funds:*** Please include a description to explain how funds will be used.
- ***Calculations:*** To reduce calculation errors, please use these two columns to include the rate and unit of measurement used to calculate each line item. Instructions for specific line items are included below in the Category Instructions. Applicants may include additional detail in the ***description of use of funds*** column to explain any expenses that do not conform to the standard unit of measurement @ rate calculation format.

Match Contribution Form (Part 3c): following the same format and process as the Grant Budget Request Narrative Form, the Match Contribution Narrative Form outlines all the project costs that will be funded from other sources. Each match line-item amount should have clear and sufficient cost rationale. Awardees will be required to provide a *30% match of the total awarded funds*. Match contributions may be cash or in-kind.

Please follow the Category Instructions below for completing the Grant Budget Request Narrative and Match Contribution Narrative Forms and remember to *check all amounts* and formulas for accuracy prior to submission.

Category Instructions: Grant Budget Request Narrative Form

A. Salary & Fringe

Salary: This category is for project costs related to staff that will be performing project-related functions and will be on the payroll of the lead applicant only.

The budget should include:

- each staff person (name, if known and job title) on a separate line
- actual rates of pay each staff person will receive for compensation in the column labeled “Rate/hour”

- the quantity of hours each staff person will work on this grant in the column labeled “hours”
- A part-time or full-time designation, as applicable

Grantees may not invoice Commonwealth Corporation for staff roles not included in the contract budget. Grantees may charge a higher hourly rate than the rates listed in the budget in the contract. However, grantees are responsible for ensuring that the staffing structure outlined in the contract is maintained. The Commonwealth Corporation will not approve a modification to add additional funds to staffing for the grantee to maintain the staffing structure included in the contract. Therefore, we encourage all grantees to review any significant staff changes with the Commonwealth Corporation prior to making the change to ensure an adequate staffing structure is maintained. Applicants should factor in any proposed increases over the grant period into the average hourly rate.

Fringe: This line item is for fringe benefits for internal staff. The budget should include the percentage used to calculate the actual budgeted dollar amount. The budget should also include details about the benefits included in the rate and the rate associated with each benefit.

B. Other Program Costs

Travel: This category is for lead applicant staff travel required to achieve the project goals. The budget should include a description indicating the need for the proposed travel, destinations, and mode of travel. The budget should include the mileage rate in the column labeled “rate” and the total number of miles in the column labeled “unit.” Mileage will not be reimbursed beyond the current federally approved rates.

Space Rental: This category is for space rental related to project activity. If funds will be allocated on a cost allocation basis, the average monthly cost should be included in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis the actual monthly cost of rent should be included in the column labeled “rate” and the duration of your grant in the column labeled “unit.”

Telephone & Communications: This category is for telephone and other communication costs related to project activity. If funds will be allocated on a cost allocation basis, the average monthly cost should be included in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis the budget should

include the actual monthly cost of telephone & communications in the column labeled “rate” and the duration of your grant in the column labeled “unit.”

Equipment Rental & Lease: This category is for rental or lease of office equipment necessary for implementation of the project. The budget should include a list of items to be leased. If funds will be allocated on a cost allocation basis, the average monthly cost should be included in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis include the actual monthly cost of equipment rentals in the column labeled “rate” and the duration of your grant in the column labeled “unit.”

Equipment Purchase: This category is for equipment purchases. The budget should include a list of items to be purchased. The budget should include the cost of the item in the column labeled “rate” and the total number of units that will be purchased in the column labeled “unit.”

Postage & Mailings: This category is for postage and mailing related to project activity. The budget should include a description of these funds' use. If funds will be allocated on a cost allocation basis, the budget should include an average monthly cost in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis over the duration of the grant, the budget should include the total cost of postage in the column labeled “rate” and fill in a number “1” in the column labeled “unit.”

Publication/Print/Copying: This category is for publication, printing and copying related to project activity. The budget should include a description of these funds' use. If funds will be allocated on a cost allocation basis, include an average monthly cost in the column labeled “rate” and the duration of your grant in the column labeled “unit.” If costs will be allocated on an actual cost basis over the duration of the grant, include the total cost of publication, printing and copying in the column labeled “rate” and fill in a number “1” in the column labeled “unit.”

Meeting Expenses: This category is for meeting expenses related to project activity. The budget should include a description of these funds' use. The budget should include a meeting cost rate in the column labeled “rate” and the total number of meetings that will be held over the duration of your grant in the column labeled “unit.”

Office Supplies & Materials: This category is for office supplies related to project activity. The budget should include a description of these funds' use. If funds will be allocated on a cost allocation basis, the budget should include an average monthly cost in the column labeled

“rate” and the duration of your grant in the column labeled “unit.” If costs will be charged on an actual cost basis over the duration of the grant, the budget should include the total cost of office supplies & materials in the column labeled “rate” and fill in a number “1” in the column labeled “unit.”

Marketing & Advertising: This category is for marketing and advertising related to project activity.

The budget should include a description of these funds' use. The budget should include the cost of the advertisement in the column labeled “rate” and the number of times you plan to run the advertisement in the column labeled “unit.”

Training Materials: This category is for expenses related to the purchase of training materials related to project activity. The budget should include a description of the training materials. The budget should include the cost per unit of the training materials in the column labeled “rate” and the cost per unit in the column labeled “unit.”

C. Support Services

Training Stipend: This category is for stipends paid to participants during their participation in classroom training. The budget should include the amount of the stipend in the column labeled “rate” and the total number of participants anticipated to receive the stipend in the column labeled “unit.”

Work Experience: This category is for wages and stipends paid to participants or wage subsidies paid to employers during work experience, including on-the-job training. The budget should include a description of the type of compensation (stipend, hourly wage for internship, wages for on-the-job training) and the number of weeks of employment. The budget should include the total maximum compensation that will be paid to or in the case of a wage subsidy, on behalf of each participant under the column labeled “rate” and the total number of participants anticipated to receive the stipend in the column labeled “unit.”

Transportation: This category is for transportation expenses related to the support of participants during training. The budget should include a description of the use of funds. The budget should include the average amount that will be provided per participant in the column labeled “rate” and the total participants in the column labeled “unit.”

Participant Tuition & Fees: This category is for tuition and fees associated with training slots for one or more participants. The budget should include the cost per participant in the column labeled “rate” and the total number of participants in the column labeled “unit.” Any costs that the applicant will contractually agree to pay a training provider for group instruction should not be included in this line item and should be included in the training contractors’ line item.

Flexible Funding / Other: This category is for other expenses related to the support of participants during training such as flexible funding to cover participant emergencies and other barriers to program and job retention. The budget should include a description of the use of funds. The budget should include the average cost per participant in the column labeled “rate” and the total number of participants in the column labeled “unit.”

D. Contracted Services

Training Contractors: This category is for project costs related to training services provided to the grantee on a contract basis by individuals, organizations or companies that are subcontractors or consultants to the grantee.

If the cost of the course is negotiated at an hourly rate, the budget should include the hourly rate in the column labeled “rate” and the total number of instructional and preparation hours in the column labeled “unit.” If the cost of the course is negotiated at a course-based rate, the budget should include the total cost of the course in the column labeled “unit” and the number of times the course will be offered in the column labeled “rate.” If rates vary by course, each course should be listed in a separate row. At a minimum, each training provider should be listed on a separate line.

Curriculum Development Contractors: This category is for project costs related to the development of curricula. The budget should include a description of the use of funds including the name of the organization or individual that will be contracted to develop the curricula and the new courses that will be developed. The budget should include the hourly rate in the column labeled “rate” and the number of hours that will be spent developing the curricula in the column labeled “unit.”

Other Contractors: This category is for expenses related to other contracted services, including any contracted services to fulfill required staffing roles. The budget should include a description of the use of funds including the name of the organization or individual that will be contracted to perform this service. The budget should include the hourly rate in the column

labeled “rate” and the quantity of hours each task will require in the column labeled “unit.” Each contractor should be listed on a separate line.

E. Indirect Costs This category is for indirect costs. Indirect costs are costs incurred for common or joint objectives not easily identifiable to a single grant and benefit multiple programs. Grantees must apply indirect costs through an approved indirect cost rate or an approved cost allocation plan. A copy of the cost allocation plan must be supplied during contract negotiations. Actual indirect cost calculations may vary from grantee to grantee. Any changes to this plan must be submitted to the Commonwealth Corporation for the grant's duration.