

## NEHA-FDA Retail Flexible Funding Model Grant Program

### ***Example Budget Worksheet and Budget Justification – Special Project Grants***

Below is a multi-page screenshot from the NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program Portal, showing an example Budget Worksheet and Budget Justification for a 1-year Special Project Grant. The screenshots include images of all required input fields, including maximum character counts for each text box.

Note that this example should only be used in preparation for the Special Project Grants.

Additionally, each Grant type has specific instructions in the Budget Worksheet(s) and Justification(s) section of the application, regarding number of Budget Worksheets required (depending on the specific Outcomes you have chosen for the grant), and the number of Budget Justification fields utilized. Please refer to each application for specific instructions.

### Special Projects Optional Add-On Grant Budget Worksheet and Justification

*All applicants must complete at least one detailed Budget Worksheet, although more than one Budget Worksheet can be added if there are distinct components to your project plan. The total of all Budget Worksheets added cannot exceed \$20,000 for Special Projects Add-On Grants.*

#### Budget Worksheet



Budget Period	Budget	Actual	
Special Projects : 1/1/2024 to 12/31/2024	20,000	0	
Total	20,000	0	

# Budget Snapshot

Special Projects		
1/1/2024 to 12/31/2024		
	Budget	Actual
Personnel Costs	8,000	
Travel		
Equipment	8,000	
Supplies		
Contracts	2,000	
Indirect Costs	2,000	
Custom: 1		
Custom: 2		
Custom: 3		
Custom: 4		
Custom: 5		
<b>Total</b>	<b>20,000</b>	<b>0</b>

**Budget Justification**

*Please add sufficient detail to fully explain all of the costs, and all cost assumptions, for your Budget Worksheet(s).*

Enter text here, up to 5,000 characters (including spaces)

**EXAMPLE:**

For our Special Projects Optional Add-on Grant, we are requesting the following funding:

\$8,000 in personnel costs for two, EHS staff to develop and implement a new, electronic, risk-based inspection program for a total estimated 180 hours in staff time:

Sam Smith, \$50/hour (salary and fringe) x 80 hours = \$4000

Julie Davis, \$40/hour (salary and fringe) x 100 hours = \$4000

\$8,000 in equipment costs to purchase risk-based inspection software.

\$2000 in contract costs for contracted IT staff member to provide support as-needed during implementation of the new software.

\$2,000 in indirect costs at the allowable %10 de minimus rate

Total \$20,000

### **Requested Amount**

*Please enter the total requested amount for your application, which should match the total for all Budget Worksheets added. **Maximum Requested Amount is \$20,000 for Special Project Add-On Grants.***

**Amount Requested: \$20,000.00**