

NEHA-FDA Retail Flexible Funding Model Grant Program

Example Budget Worksheet and Budget Justification – All 1-Year Grants (Except the Training Optional Add-On Grant)

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 grant. The screen-shot includes images of all required input fields, including maximum character counts for each text box.

Although the example below is specific to a *Track 2 Development Base Grant*, the same format is applicable for all CY 2023 grant types, with the following caveats:

- 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.
- This example is NOT applicable for the *CY 2023 Training Optional Add-On Grant*, which has its own example document.

When preparing applications for this grant program, please consider the following best practices:

- 1) For reasons of security and functionality, jurisdictions are required to complete all grant applications online using a modern, up-to-date browser. Users may access links to download these browsers at <https://www.neha.org/retailgrants/systemrequirement>.
- 2) For browser access to the grant portal, we recommend using an up-to-date version of Chrome, Edge, or Brave. *Note: Internet Explorer is out of date and no longer supported by Microsoft and will not work with the NEHA-FDA RFFM Grant Program Portal.*
- 3) Some applicants find it useful to draft answers for each Budget Worksheet and Budget Justification into MS Excel (Worksheets) and MS Word (Justifications), or comparable programs, checking character counts for each relevant entry (found under the Review tab in Microsoft Word), and reviewing their entries using Spell Check or Editor (also found under the Review tab in Microsoft Word). When complete, entries can then be copied and pasted into the grant program portal. This can be especially important to avoid loss of unsaved information when using a web-based program like the NEHA-FDA RFFM Grant Program Portal

All applications for this grant program must be completed and submitted online through the NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program Portal, accessed through the NEHA Retail Grants website at <https://www.neha.org/retailgrants>. The information on the following pages may be helpful as you gather information and plan for development of your grant application.

Budget Worksheet(s) and Justification(s)

Track 2 Development Base Grant applicants should complete up to two Budget Worksheets, one that covers their Required Outcome for work on Standards 1 - 8 (not to exceed \$5,000), and if selected one that covers your Optional Outcome for work on Standard 9 (also not to exceed \$5,000).

Budget Worksheet

Budget Period	Budget	Actual
Track 2 Base Grant Budget - Required Outcome: 1/1/2023 to 12/31/2023	4,840	0
Track 2 Base Grant - Optional PHM Outcome: 1/1/2023 to 12/23/2023	5,000	0
Total	9,840	0

Budget Snapshot

	Track 2 Base Grant Budget - Required Outcome		Track 2 Base Grant - Optional PHM Outcome	
	1/1/2023 to 12/31/2023		1/1/2023 to 12/23/2023	
	Budget	Actual	Budget	Actual
Personnel Costs	2,400		2,400	
Travel				
Equipment				
Supplies			145	
Contracts	2,000		2,000	
Indirect Costs	440		455	
Custom: 1				
Custom: 2				
Custom: 3				
Custom: 4				
Custom: 5				
Total	4,840	0	5,000	0

Budget Justification - Work on Standards 1-8

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

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

EXAMPLE:

To support all of the Continuous Improvement activities (Work on Standards 1-8) in our proposed Track 2 Development Base Grant project, we are requesting the following:

\$2,400 to cover the salary costs of the Project Lead for our proposed project (see details in the Project Lead and Project Team Qualifications section of this application). The salary costs for the Project Lead are calculated as follows:

* Annual salary of \$62,500 / 52 weeks per year / 40 hours per week = \$30 per hour

* Project effort is expected to total 80 hours

* \$30/hour * 80 hours = \$2,400

\$2,000 to cover the cost of hiring a contractor to complete a Verification Audit of Standard 3. Contract costs are calculated as follows:

* Hourly rate will be \$40 per hour.

* The contractor has determined they will need 50 hours to complete the scope of work necessary for this project.

* \$40/hour * 50 hours = \$2,000

Total Direct Costs for our proposed project: \$2,400 + \$2,000 = \$4,400

Indirect Costs are calculated at the de minimis (10%) rate = \$4,400 * 10% = \$440 (rounded)

Total Project Costs = \$4,400 Direct Costs + \$440 Indirect Costs = \$4,840

Budget Justification - Work on Standard 9

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

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

EXAMPLE:

To support all of the Public Health Metric activities (Work on Standard 9) in our proposed Track 2 Development Base Grant project, we are requesting the following:

\$2,400 to cover the salary costs of the Project Lead for our proposed project (see details in the Project Lead and Project Team Qualifications section of this application). The salary costs for the Project Lead are calculated as follows:

* Annual salary of \$62,500 / 52 weeks per year / 40 hours per week = \$30 per hour

* Project effort is expected to total 80 hours

* \$30/hour * 80 hours = \$2,400

\$2,000 to cover the cost of hiring a contractor with the skills needed to develop a shareable electronic version of our Risk Factor Study (see details in the Project Support Team and Project Team Qualifications section of this application).

Contract costs are calculated as follows:

* Hourly rate will be \$40 per hour.

* The contractor has determined they will need 50 hours to complete the scope of work necessary for this project.

* \$40/hour * 50 hours = \$2,000

\$145 for supplies, which will cover the costs of printer ink (\$100), paper (\$20), and a 1-year license for publishing software (\$25), necessary for the completion of our proposed project.

Total Direct Costs for our proposed project: $\$2,400 + \$2,000 + \$145 = \$4,545$

Indirect Costs are calculated at the de minimis (10%) rate = $\$4,545 * 10\% = \455 (rounded)

Total Project Costs = $\$4,545$ Direct Costs + $\$455$ Indirect Costs = $\$5,000$

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 \$5,000 for work on Standards 1-8 including work on an updated SA if needed, and \$10,000 if you also plan to work toward meeting Standard 9.**



Requested Amount: \$9,840.00