

NEHA-FDA Retail Flexible Funding Model Grant Program

Example Budget Worksheet and Budget Justification – Training Optional Add-On Grant Only

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 *Training Optional Add-On Grant*. The screen-shot includes 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 *Training Optional Add-On 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.

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.

Training Optional Add-On Grant Budget Worksheet(s) and Justification(s)

Please complete a separate detailed Budget Worksheet for each Training Course, Workshop, Conference, and / or Activity that is part of your application, so that each event can be tracked and reimbursed separately as needed, throughout the project year. Additionally:

- The total of all Budget Worksheets added cannot exceed \$7,500.
- Personnel costs are not permissible through Training Optional Add-On Grants, including funding for staff time to attend web-based courses.

Budget Worksheet

Budget Period	Budget	Actual
<u>Training, Workshops, Conferences Budget: 1/1/2023 to 9/15/2023</u>	2,633	0
<u>Staff Development / Program Standards Engagement Training Budget: 1/1/2023 to 3/30/2023</u>	3,333	0
<u>Virtual Training Equipment Budget: 1/1/2023 to 6/30/2023</u>	1,333	0
Total	7,299	0

Budget Snapshot

	Training, Workshops, Conferences Budget	Staff Development / Program Standards Engagement Training Budget	Virtual Training Equipment Budget
	1/1/2023 to 9/15/2023	1/1/2023 to 3/30/2023	1/1/2023 to 6/30/2023
	Budget	Budget	Budget
Course / Registration Fees (If Applicable)	300		
Airfare	850		
Baggage Fees			
Airport Mileage (To/From)	50		
Hotels/Lodging	600		
Car Rentals			
Mileage / Personal Vehicle		2,000	
Local Transport (Taxi, Rideshare, Subway, etc.)	150		
Virtual Training Equipment			1,200
Indirect Costs	263	333	133
Custom: Per Diem	356		
Custom: Airport Parking	64		
Custom: Meeting Room Rental		1,000	
Total	2,633	3,333	1,333

Budget Justification

Please add sufficient detail to fully explain all of the costs, and all cost assumptions, on each of your Budget Worksheets. **Personnel costs are not permissible for Training Optional Add-On Grants.**

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

EXAMPLE:

For our Training, Workshops, Conferences Budget Worksheet, we are requesting the following funding:

1) We plan to send one person (Sam Smith, or Retail Program Standards Coordinator) to the Virtual SA VA Workshop, which has a projected Registration Fee of \$100.

2) Sam smith will also attend the FDA Northeast Retail Food Seminar, which we anticipate will be in-person for 2023. Estimated costs, based on recent pricing are as follows:

* Anticipated R/T airfare of \$850

* Three hotel nights (to attend both the FDA Seminar and the Annual Yankee Conference, which are scheduled concurrently) at \$200 per night = \$600.

* Mileage to/from the Airport - \$50

* Airport Parking for 4 days = \$64

* Per Diem at the local rate of \$79 for 4 days (including two, full travel days) = \$356

3) Additional costs for the Yankee Conference, not included above, include an anticipated registration fee of \$200.

Total Costs for our Training, Workshops, Conferences Budget Worksheet request = \$2,370 in Direct Costs (outlined above) + Indirect Costs (10% De Minimis Rate) of \$263 = \$2,633

For our Staff Development and Program Standards Engagement Budget Worksheet, we are requesting the following funding:

\$1,000 for meeting room rental, for our FDA Retail Food Specialist to deliver a local seminar on the Retail Program Standards.

10 of our Retail Food Inspectors will attend this one-day seminar and will require personal mileage reimbursement averaging \$200 per person - \$2,000 in total.

Total Costs for our Staff Development and Program Standards Engagement Budget Worksheet request =

\$3,000 in Direct Costs (outlined above) + Indirect Costs (10% De Minimis Rate) of \$333 = \$3,333

For our Virtual Training Equipment Budget Worksheet, we are requesting the following funding:

\$1,200 for a computer, external camera, and external microphone, to be share by our 10 Retail Food Inspections for the significantly increased amount of Virtual Training being utilized, for meeting and maintaining Standard 2.

Total Costs for our Virtual Training Equipment Budget Worksheet request =
\$1,200 in Direct Costs (outlined above) + Indirect Costs (10% De Minimis Rate) of \$133
= \$1,333

Total Request from all three Budget Worksheets: $\$2,633 + 3,333 + \$1,333 = \$7,299$

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 \$7,500 for Training Optional Add-On Grants.***



Amount Requested: \$7,299.00