

BUDGET INFORMATION

There are eleven parts to the Budget section which is a separate Excel attachment with 11 worksheet tabs: (1) Budget Information, (2) Column Explanations, (3) Line Item Descriptions, (4) 2011-12 Budget Worksheet, (5) 2011-12 Personnel and Contracted Services, (6) 2011-12 Line Item Justification, (7) 2011-12 Budget Narrative, (8) 2012-13 Budget Worksheet, (9) 2012-13 Personnel and Contracted Services, (10) 2012-13 Line Item Justification, and (11) 2012-13 Budget Narrative. Each applicant must complete the attached Budget Worksheets for both years that describe the total Smart Start funds requested and the amount of any other resources that will be contributed to the proposed project. **All applicants are required to provide at least 10% matching funds for each project.** Applicants must identify the source of any matching funds and be able to document cash and in-kind support.

The total cost of an activity may consist of both direct and indirect overhead costs. Direct costs are those expenses that can be identified with a particular program or specific activity of an organization where 100% or a specifically documented portion of the cost directly benefits the program. Indirect overhead costs generally represent those expenses that are for the benefit of common or joint objectives and cannot be readily identified with a particular program.

A line-item explanation and justification that details the items and amounts which are included in the individual budget lines must be included for both years. For Personnel costs, a separate worksheet must be completed for both years which provides the title, hours, and salary for each staff position. Similar detail must be provided for both years for all expenses included in Contracted Services. The Budgets must adhere to the Smart Start Cost Principles.

The Partnership limits indirect overhead costs to 8% of the total Smart Start costs (excluding the overhead costs). Total indirect overhead costs should be included as a single line item on line 35 as "Other Expenses" as long as the detailed descriptions and amounts are thoroughly explained. Typical indirect overhead costs may include: A percentage of rent, utilities, and telephone of non-program staff, copier rental and maintenance, board activity expenses, non-program postage and office supplies, insurance, accounting, contract management, technical support, shared office furniture and equipment, shared computers, printers, fax machines, fundraising, agency general public awareness or outreach efforts, and other support costs. These indirect overhead costs are generally not identifiable with a single program or activity. Where a benefit can be established with a program, the indirect overhead costs may be allocated. **The allocation of indirect overhead costs must be justified in the original budget and a copy of the board approved Cost Allocation Plan should be submitted to support any items included on line 35. Line 35 cannot be more than 8% of total Smart Start costs (excluding line 35).**

If the applicant received Smart Start funding in the prior year, the line item amounts of that funding must be entered on the Budget Worksheet in Column G.

The one page Budget Narrative forms in the Excel workbook include questions to be addressed in the narratives. In order to be considered for two years, the separate Year Two Budget Information and Narrative must be submitted.