

Community Grant

Budget Instructions | 2024-2025



Please use the provided, blank Excel template to prepare your proposed budget, according to the instructions below. Once complete, upload your budget with your grant application.

a. Disqualification

- Failure to follow ALL budget instructions will result in automatic disqualification of your entire application.

b. Submission

- Budget should be submitted only in *Excel* format. Budgets submitted as PDF, MS Word documents, or any other format will be rejected causing your entire application to be disqualified.
- Budget must be submitted/uploaded at the same time and in the same manner as your full grant application.
- Do not submit your budget if any of the validation fields display the message “DO NOT SUBMIT”. In this case, please review these instructions fully, to identify and correct the potential error(s).

c. Format

- Budget only in whole dollars, rounding to the nearest dollar. *For example, an item with unit cost of \$67.89 should be reflected as \$68. An item with unit cost of \$41.23 should be reflected as \$41.*
- Overall budget should reflect the exact amount of funding requested (\$20,000). *For example, the following overall budget amount examples would not be acceptable: \$20,037, \$19,984, etc.*

d. Allocation of Program Expenses

- Allocate expected expenses, by providing cost per unit and number of units requested for each line item. For some items, a quantity of 1 (one) unit may be appropriate.
- Organize line item expenses under the section headings provided in the budget template, and as explained below:

BUDGET SECTION	INCLUDES <i>(but not limited to)</i>	NOTES
SALARY/ BENEFITS SUPPORT	<ul style="list-style-type: none"> • Salary • Fringe • Contracted labor (E.g., interpreters, instructors, etc.) • Gift cards and/or other forms of stipend payment/recognition provided to staff or volunteers 	<ul style="list-style-type: none"> • Entire section is limited to \$5000 (25% of total grant). • Salary is not a required expense.
PROGRAM SUPPLIES/ EQUIPMENT	<ul style="list-style-type: none"> • Car seats • Check supplies (E.g., pool noodles, towels, clipboards, etc.) 	<ul style="list-style-type: none"> • Choose car seat vendor(s) and type(s), make(s), and model(s) that best meet the needs of the families you serve. Keeping affordability in mind, however, consider taking advantage of institutional pricing and/or volume discounts (whenever available); and consider versatile convertible seats with low weight minimums—as a lower-cost alternative for infants—rather than pricier infant-only carrier-style seats. • If budgeting for fewer car seats than grant deliverable, be sure to explain alternate funding in grant application.
MARKETING/ PROMOTIONS	<ul style="list-style-type: none"> • Branded promo items (E.g. lanyards, bags, keychains, etc.) 	<ul style="list-style-type: none"> • All BUFL logo placements must be approved by BUFL prior to production. • Prior to budgeting for branded items, review list, below, of in-kind items that BUFL provides grantees for free.
ADMIN/OTHER	<ul style="list-style-type: none"> • Printing • Postage • Mileage (current government rate) • Volunteer/event refreshments • Gift cards and/or other forms of incentive provided to families/participants • CPST certification fees • Conference fees • Travel/lodging 	<ul style="list-style-type: none"> • Entire section is limited to \$5000 (25% of total grant).

e. Branded Program Materials, Provided In-Kind

- In addition to direct funding, a selection of branded materials (examples shown below) will be provided to *Community Grant* partners at the beginning of the program year. Please take this into consideration when preparing your budget.
 - Tablecloths
 - Banners/posters
 - High visibility vests
 - Jackets and shirts
 - Giveaways (stickers, keychains, etc.)
 - Printed educational materials

f. Prohibited Expenses (Unless Otherwise Pre-Approved)

- Indirect costs, or non-salary overhead (E.g., utilities, office rent, taxes, liability insurance, etc.)
- Alcoholic beverages
- Paid advertising
- Procurement or maintenance of vehicles
- Gas (alternatively, reimbursement of mileage at current government rate is acceptable)