



Budget Instructions

Your MI-BEST budget submission will consist of two parts.

- **Part 1- Budget Summary**
- **Part 2- Budget Narrative**

Complete Part 1-Budget Summary by simply totaling your Year 1 MI-BEST Request and Year 1 Leveraged Funds for each requested budget line item. Place your budget summary on a single page.

Complete Part 2-Budget Narrative by providing a brief narrative justification for each Year 1 MI-BEST requested budget line item and Year 1 leveraged budget line item.

A sample of each budget format along with definitions for each budget line item is provided as guidance to assist you in completing your budget request.

A. Salaries

- List each position to be employed under the grant by title and employee's name, if known. If the person has not been hired, then state as "*To Be Hired* (TBH)."
- Identify the percentage of time devoted to duties for each position based on a 40-hour work week. For example, 100% equals 1 full-time equivalent (FTE) position (40 hrs. /wk.); 50% equals 1 part-time FTE position (20 hrs. /wk.); and 25% equals 1 part-time FTE position (10 hrs. /wk.), etc.
- Identify the rate of pay for each position. Always show the annual salary figure and the monthly salary amount times the number of project months (usually 12 mos.).
- Briefly describe the duties for each position and include a job description in the appendix.

B. Fringe Benefits

- Identify the individual rate, percentage, or monthly cost for each fringe benefit for all positions requested under personnel. Do not lump the fringe benefits into a single percentage.
- The fringe benefit rate should be applied to the total personnel cost unless the fringe benefit is not applicable to one or more positions.



- Calculate the fringe benefits rate for all positions paid out of grant funds based upon the gross salary amount.
- Typically certain costs such as health care premiums are calculated as a monthly figure versus a percentage.

C. Travel

- Calculate mileage, per diem, and lodging expenses using current federal/state rate unless your policies state otherwise; however, in no case may you exceed federal/state rates.
- Check travel rates online at <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>.
- Divide travel into 3 categories: Out-of-State, In-State, and Local (if applicable).
- Show your calculations including the number of people traveling, when applicable, for each category. Always justify travel requests.

D. Equipment

- List all project equipment under this line item. Equipment is deemed as anything with a unit cost of \$1,000 or greater.
- Justify all equipment requests.

E. Commodities

- Commodities include items such as office supplies, educational supplies, utilities, etc.
- You may also consider showing the rate of consumption for certain items, for example, you could show office supplies consumption at \$175/mo.

F. Subsidies, Loan, and Grants

- List all assistance provided to students under this line item including items such as tuition, testing & certification fees, books, lab fees, etc.

G. Contractual Services

- Place all contractual positions under this line item. Be sure to include the hourly rate of pay.



- You may also list other contractual agreements under this line item such as equipment rentals, etc.
- List student support services costs such as child care assistance, transportation assistance, lab clothing, etc.

Total Direct Charges

Add Items A-G

***Indirect Costs**

Calculate Indirect @ a maximum of 5% of total direct

GRAND TOTAL

Total Direct Charges + Indirect Costs + Leveraged Funds

*Note:** Under MI-BEST, Indirect Costs are capped at 5% of total project budget (\$10,000).

Complete your budget narrative in the following line item order: Salaries, Fringe Benefits, Travel, Equipment, Commodities, Subsidies, Loans & Grants, Contractual Services, Other, Total Direct, Indirect and GRAND TOTAL.

Add as many pages as necessary to complete your budget narrative.

- Only provide budget narrative. Do not attempt to use this section to circumvent the grant narrative page limits
- Be sure to sub-total each line item
- If you are not requesting funds under a particular line item(s), then state "\$0.00 requested"
- **Always check your math!**

This sample budget below is strictly provided as an example of how to write the budget narrative for MI-BEST Requested Funds and Leveraged Funds. Colleges are free budget as you deem necessary to implement your proposed project activities, though you must not supplant local, state, or federal funds

ALL colleges must budget for one full-time student navigator, HSE completion incentive, and student support services.



Part 1- Budget Summary Example

MI-BEST Year 1 Budget Summary

| | <u>Year 1 MI-BEST Funds</u> | <u>Year 1 Leveraged Funds</u> |
|----------------------------|-----------------------------|-------------------------------|
| Salaries | \$57,000 | \$120,000 |
| Fringe Benefits | \$22,729 | \$39,600 |
| Travel | \$6,635 | \$2,500 |
| Equipment | \$3,000 | \$0 |
| Commodities | \$25,112 | \$6,900 |
| Subsidies, Grants, & Loans | \$66,000 | \$31,000 |
| Contractual Services | \$10,000 | \$0 |
| Total Direct | \$190,476 | \$200,000 |
| Indirect (5%) | \$9,524 | \$0 |
| YEAR 1 GRAND TOTAL | \$200,000 | \$200,000 |



Part 2- Budget Narrative Example

Salaries

| | | |
|-----------------------------------|-------------------------------|-----------------|
| 1 Project Director (25%) | (\$5,000/mo. x 12 mos. x .25) | \$15,000 |
| 1 Student Navigator (100%) | (\$3,500/mo. x 12 mos.) | <u>\$42,000</u> |
| Personnel Sub-total | | \$57,000 |

Project Director (Jane Q. Public). This part-time position is responsible for the daily management of the MI-BEST Project. The Project Director is responsible for submitting all fiscal and programmatic reports to MCCB, as well as coordinating all campus project activities. A detailed job description for this position is attached in **Appendix #**. Funding for this position in the amount of **\$15,000 per year** is requested from MI-BEST funds.

Student Navigator (To Be Hired). This full-time position is responsible for the daily implementation of student support services. A detailed job description for the Student Navigator position is attached in the **Appendix #**. Funding for this position in the amount of **\$42,000 per year** is requested MI-BEST funds.

Fringe Benefits

| | | |
|----------------------------------|------------------------------|-----------------|
| Social Security (FICA) (7.65%) | (\$57,000 x 7.65%) | \$4,361 |
| Retirement (15.75%) | (\$57,000 x 15.75%) | \$8,978 |
| Unemployment (2%) | (\$57,000 x 2%) | \$1,140 |
| Health Insurance (\$650/mo.) | (\$650/mo. x 12 mos. x 1.25) | <u>\$8,250</u> |
| Fringe Benefits Sub-total | | \$22,729 |

Fringe benefits are for each full- and part-time employee per our policies and procedures. A total of **\$22,729** is requested from MI-BEST funds.

Travel

Out-of-State:

| | | |
|------------------------|---|----------------|
| Commercial Airfare | (\$350 x 1 staff members x 1 trip) | \$350 |
| Lodging | (\$225/night x 3 nights x 1 staff member) | \$675 |
| Per diem | (\$45/day x 4 days x 1 staff member) | \$810 |
| Taxi | (\$50 x 1 staff member x 1 trip) | <u>\$50</u> |
| Travel Subtotal | | \$1,885 |



- Out-of-State travel costs are requested for the Student Navigator to attend the annual career pathway summit conference in Washington, DC.

In-State:

| | | |
|-----------------|---|----------------|
| Mileage | (2,000 miles at \$.575/mile) | \$1,150 |
| Lodging | (\$95/night x 4 nights x 2 staff members) | \$760 |
| Per diem | (\$45/day x 6 days x 2 staff members) | \$540 |
| Subtotal | | \$2,450 |

- In-State travel costs are requested for the project staff to attend MCCB project meetings and continuing education conferences.

Local:

| | | |
|-----------------|----------------------------|----------------|
| Mileage | (4,000 miles x \$.575/mi.) | \$2,300 |
| Subtotal | | \$2,300 |

- Local travel costs are requested for project staff to conduct recruitment activities and to monitor project activities at satellite campuses.

Travel Sub-total **\$6,635**

Equipment

(1) Digital Whiteboard Display Unit

Digital Whiteboard Display Unit- is requested so that project staff can display contextualized curricula for MI-BEST students at the main campus workforce center. Competitive bids will be taken to ensure quality and cost effectiveness. A total of **\$3,000** is requested from MI-BEST funds.

Equipment Sub-total **\$3,000**

Commodities

Office & Educational Supplies:

| | |
|---|----------------|
| <i>Paper</i> | \$1,312 |
| <i>Pens and pencils</i> | \$200 |
| <i>Postage</i> | \$600 |
| <i>Copying</i> | \$2,000 |
| <i>Desktop computers (2 x \$700/computer)</i> | \$1,500 |
| <i>Educational Supplies</i> | \$2,000 |
| <i>Testing/Tech/Lab Fees (\$150/pp x 50)</i> | \$7,500 |
| <i>Books</i> | \$4,000 |
| <i>Transportation Assistance</i> | <u>\$6,000</u> |



Commodities Sub-total

\$25,112

Office Supplies: Office supplies are requested for items such as paper, pens and pencils, postage, photocopying, and 2 desktop computers for project staff. A total of **\$5,612** is requested from MI-BEST funds.

Educational Supplies: Funds are requested to purchase miscellaneous educational supplies such as jump drives, gloves, safety equipment, student IDs, etc. A total of **\$2,000** is requested from MI-BEST funds.

Testing, Technology & Lab Fees: Funds are requested to pay for HSE testing fees, career pathway course lab fees, including computer lab usage, and other customary student fees. A total of **\$7,500** is requested from MI-BEST funds.

Books: Funds are requested to purchase career pathway program books for MI-BEST students. A total of **\$4,000** is requested from MI-BEST funds.

Transportation Assistance: Funds are requested to assist MI-BEST students with transportation-related costs such as gas card, bus/taxi fare, minor automotive repairs, tires, etc. A total of **\$6,000** is requested from MI-BEST funds.

Subsidies, Loans, & Grants

| | |
|--|-----------------|
| Childcare Assistance | \$6,000 |
| HSE Completion Incentive (\$200 per person x 30) | \$6,000 |
| Tuition (\$150/hr. x 6 hrs. x 30 students x 2 semesters) | <u>\$54,000</u> |
| Subsidies, Loans, & Grants Sub-total | \$66,000 |

High School Equivalency (HSE) Completion Incentive: Funds are requested to pay a \$200 per person incentive for MI-BEST completers as required by RFP. A total of **\$6,000** is requested from MI-BEST funds.

Childcare Assistance: Funds are requested to assist MI-BEST students with childcare (daycare) assistance for use in licensed childcare facilities only. A total of **\$6,000** is requested from MI-BEST funds.

Tuition: Students without HSE who fail to pass the ATB test must pass six credit hours to qualify for federal financial aid. A total of **\$54,000** is requested from MI-BEST funds.



Contractual Services

| | | |
|------------------------------|-------------------------|-----------------|
| Tutors | (\$10/hr. x 1,000 hrs.) | <u>\$10,000</u> |
| Contractual Sub-total | | \$10,000 |

Tutors: Students will be hired to provide academic tutoring in various courses and labs to assist MI-BEST students with academic, ABE, CTE, and Workforce classes. The hourly rate of pay for MI-BEST tutors is \$10 per hour. A total of **\$10,000** is requested from MI-BEST funds.

| | |
|-----------------------------|-----------------------|
| Total Direct Charges | \$190,476 |
| Indirect (5%) | <u>\$9,524</u> |

YEAR 1 MI-BEST REQUEST GRAND TOTAL \$200,000

Repeat the above narrative format, as applicable, to show the Year 1 leveraged funds to be contributed by your college. Colleges should leverage as much as possible to maximize program benefits.