

Definitions and Information

Budget

The budget is a document that details the possible expenditures for the agreement based on the previous or current maximum allowable amount(s) in attachment B.

Grants do not break down **allowable vs. unallowable expenses**; your budget should reflect the expenses accrued in meeting the deliverables outlined in Attachment A of your grant. Any expense that does not directly relate to meeting the deliverables is not allowable.

Examples

Allowable: Salary, travel, utilities, advertising, marketing, rent

Unallowable: Meals/ food, medication, legal fees, donations

The invoice template includes designated expenses for rent, utilities, and other expenses; those can be utilized if it is an allowable expense in line with services, activities, and deliverables of the agreement.

The grantee will need to scrutinize their agreement to make sure that they can bill the grant for those items. For example, our invoice template includes food, but this is not an allowable expense, according to most agreements. Any equipment purchased through a specific line item in a grant (rather than through Indirect Costs) may only be used for that grant's activities.

Budget Narrative

The budget narrative is an explanation of each expense/ line item listed in the Budget. Each expense/ line item must include a narrative, and if the expense is shared with multiple program codes, you must add the program code, amount of expense, and narrative that shows the calculations used to arrive at the numbers.

Example:

RCENTER: Executive Director, 1FTE: Director oversees all center operations, daily programming/ programs, fundraising, state and federal reporting, grant writing and supervises 5 staff members. This billing code covers 80% of the salary.

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Justification

Justification supports the need for each expense/ cost in the budget and budget narrative.

A justification is only required for new funding or new programming, for example, legislative funding increases, or new recovery coaching programs.

Example:

New Funding: Healthcare Stipends and monthly insurance premiums at a cost of \$650/ FTE. This will cover (5) staff member healthcare stipends.

Indirect costs

These are costs that would be incurred regardless of the grant's existence and are set at **10%** unless the organization has negotiated a higher percentage.

- Indirect costs extend beyond the expenses incurred when conducting services; they include the costs involved with maintaining and running an organization. These "overhead costs" are the expenses left over after direct costs have been computed.
- The materials and supplies needed for an organization's day-to-day operations such as insurance, electricity, and rent are examples of indirect costs. While these items contribute to the grant deliverables, they are shared costs across multiple programs, grants, or services.
- Many budgets factor in salaries, such as Executive Directors, in their indirect costs for the portions of their work that are not involved in direct service or program support.

Attachment F includes the following statements, which any equipment purchased through a line item in the budget would be subject to (also note that the state is subject to the same provision with SAMHSA and CDC, so this could be implemented through the request of the federal government as well):

Intellectual Property/Work Product Ownership: All data, technical information, materials first gathered, originated, developed, prepared, or obtained as a condition of this agreement and used in the performance of this agreement -- including, but not limited to, all reports, surveys, plans, charts, literature, brochures, mailings, recordings (video or audio), pictures, drawings, analyses, graphic representations, software computer programs and accompanying documentation and printouts, notes, and memoranda, written procedures and documents, which are prepared for or obtained specifically for this agreement, or are a result of the services required under this grant -- shall be considered "work for hire" and remain the property of the State of Vermont, regardless of the state of completion unless otherwise specified in this agreement. Such items shall be delivered to the State of Vermont upon 30-days' notice by the State. With respect to software computer programs and / or source codes first developed for the State, all the work shall be considered "work for hire," i.e., the State, not the Party (or subcontractor or sub-grantee), shall have full and complete ownership of all software computer programs, documentation and/or source codes developed.

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Instructions for Recovery Services Budget Template:

1. Fiscal Agent name: This is your organization name, and must match the W-9 submitted to DSU;
2. Fiscal Agent Mailing Address: This is the physical address of your organization and must match the address on the W-9 submitted to DSU;
3. Creation Date: This is the date the document was created;
4. Budget Period: Period covered by this budget. Must be in mm/dd/yyyy format;
5. Agreement/ Grant #: Number is located on top-right-hand corner on page two of your agreement. If this is for new funding/ programming, it does not require a grant #;
6. DSU Invoice Billing Code: Codes are described in attachment b, underpayment provisions. If this is for new funding justification, no code is needed, unless one has been provided;
7. Narrative: Definition and instructions on page 1 above;
8. Justification: Definition and instructions on page 1 above;
9. Personnel costs must include salary/ hourly and FTE (see example and note in cell A10)
10. Fringe/ benefits: An extra benefit that supplements an employee's salary/ hourly rate;
11. Fill out the applicable non-shaded fields. If the budget requires the use of "other direct services cost" field, an itemized description, including costs, by DSU invoice billing code will be required in the budget narrative.
12. "Total" fields are shaded in dark gray and are programmed to auto-calculate
13. The agreement's "indirect rate" is described in attachment B, and unless you have negotiated a higher rate, it is 10%. This template auto-calculates a 10% indirect rate.
14. Submit the budget and budget narrative using the link found on the [reporting forms and guidance documents page](#).

Tips:

- Use this template to add descriptions to your grant budget- your budget and narrative numbers must match; please double-check all math.
- For each lettered line item, enter the total for that category in the bolded "Total" space on that line.
- Under each lettered line item, break down costs by billing code. example: under each line is an example; please add your narrative in those spaces
- If needed, you can add a billing code column, by clicking on the top of column B and inserting a column.