

Helpful Tips

Personnel

- Include regular personnel who will be working on the program and funded through the grant.
- Keep in mind that not all employees will be working on the program for the entire program period so the number of weeks on program may vary for each staff member.

Position Titles

- Titles should be short but descriptive.
- Titles need to be position specific to their function within the grant.
 - Victim Advocate #1
 - Victim Advocate #2
 - Program Coordinator
 - Outreach Coordinator

Fringe Benefits

- You are not required to include fringe benefits in your budget, you may choose to include whatever makes the most sense for your tribe.
- Insurance rates need to be based on employee only rates.
- Health benefits need to be broken out into their own listings (i.e., Medical, Dental, Vision, etc.).
- Only fringe specifically listed in the budget may be claimed for reimbursement.
- An option for 'Other' is available if budgeting for a benefit that is not listed. This will need identified in the personnel notes as applicable.

Budget Notes

- The "Notes" section for each line item is where you will enter the budget narrative information.
- There is a handout included with this webinar that includes detailed examples of language you may utilize for notes.
- Detailed and/or clarifying information in regard to items listed in your budget should be provided here.
- Narrative information needs to be included in the "Notes" section specific to each line item.

Budget Notes – Personnel/Fringe

- Include a brief description of the responsibilities of each position in relationship to fulfilling the program goals and objectives along with any necessary notes related to fringe.
- **Example Notes:**
 - **Case Manager:** Staff member will provide follow-up care and identify, coordinate, and link victims to services.
 - **Executive Director:** Will provide supervision for direct victim services staff.
- Verify that all insurance rates are based on employee only premium rates.
- If a fringe benefit was included under the option for "other" you must include a clarifying note.
- **Example Notes:**
 - Health and Dental insurance are based on employee only premium rates.
 - Other is \$50/month employer contribution to HSA account.