

**CITY OF PEORIA GRANT APPLICATION
VIOLENCE PREVENTION GRANT PR
ORGANIZATION NAME
EIN
PERIOD OF PERFORMANCE
GRANT ROUND**

Please refer to this tab for guidance

1. Complete the Budget Template
2. Budget should contain expenses
3. Each budgeted line item should
4. You may insert line item to all
5. Remember to double check to
6. Apply financial practices used
7. Consult the Code of Federal R
8. In-kind donated services or ite

Budgeted expenses must be:

1. Consistent with the grant narrative
2. Allowable
3. Allocable
4. Reasonable
5. Consistently applied
6. Adequately documented

The following definitions and resource li

Cost Type

Personnel Costs

Personnel

Fringe Benefits

Direct Costs

Travel

Equipment

Materials & Supplies

Contractual

Program expenses

Other

Administrative Costs

Additional References

PROGRAM

<enter lead org name here>

<enter EIN for lead org>

November 1, 2022 to December 31, 2023

1

Instructions on completing the budget template

Complete and submit it with your grant application. Formulas should be live. The budget should reflect the actual costs the organization will incur to achieve the grant. See documentation for more details. The budget should have a budget note describing the basis for estimating the proposed budget. The budget should allow for additional cost detail. The framework of the template should include totals and subtotals, especially if you added lines or edited any of the formulas. The budget should be prepared by your organization for administering grant funds. Keep things simple and follow the regulations Part 200 for how to incorporate a budget item. Other items should not be included in this budget template.

Links are included for your reference:

Description and Other Notes

Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in § 200.431. Costs of compensation are allowable to the extent that they satisfy the specific requirements of this part, and that the total compensation for individual employees:

(1) Is reasonable for the services rendered and conforms to the established written policy of the organization consistently applied to both Federal and non-Federal activities;

(2) Follows an appointment made in accordance with an organization's laws and/or rules or written policies and meets the requirements of Federal statute, where applicable; and

(3) Is determined and supported as provided in paragraph (i) of this section, when applicable. (ie. allowable)

Personnel pertains to all employees that receive a W-2 from the organization. Add names or roles to work on grant. Include a description of activity for each role. Open positions can be labeled as "TBD." Personnel must be providing direct services for the program.

Fringe Benefits include all required taxes as well as any health benefits, retirement paid by the organization. This number should be based on historicals or refer to your accountant to calculate the percentage. A fringe rate is a percentage calculated by total fringe benefits divided by gross salary (W2 wages).

Direct costs are incurred for the purpose of achieving a project/objective for a program and cannot be tied to another project/objective.

Travel is for staff to travel locally and is based on an actual calculation of miles and a reimbursable mileage rate. Use your organizations travel policy for budgeting purposes. The GSA has per diem and accommodation guidance for budgeting reference (see below). Actual costs incurred will be reimbursed (not budgeted values).

Equipment reflects the purchase of items in excess of \$5,000 per item with a useful life greater than 1 year. Typically not used for operating programs. Equipment will need prior approval and would need to be inventoried. Disposition instructions would be sought at the conclusion of the grant.

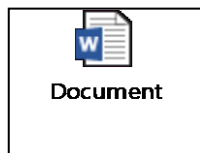
Supplies may include program-related supplies such as items needed to administer an afterschool program as well as office supplies. Materials & supplies are not equipment.

Contractual includes all partners (ie. organizations) and consultants (ie. individuals) paid with grant dollars. All contractors (organizations and individuals) would complete a W-9 form and receive a 1099 for each calendar year when work was preformed. For consultants, there should be a breakdown of the hourly rate and time using the "Contractual Calculations" tab. A consultant rate will be considered reasonable if it is consistent with that paid for similar work and/or supported for like services in the market. For partner organizations an assessment of costs for reasonableness and the 6 categories in this budget should be presented in the narrative.

Activities conducted with grant funds and not included elsewhere in the budget. Examples include, evaluations, research, surveys, trainings, meetings, media, programs, etc. Costs are subject to 2 CFR 200 Subpart E Cost Principles.

Other may include other direct expenses not captured in the other lines such as postage, printing, memberships, subscriptions, communications and professional development. Must provide a detailed breakdown of the items.

Direct charge administrative expenses. The proposed cost should be presented consistently with similar work and have a reasonable allocation rationale described in the budget notes. Please add additional lines in the administrative costs section if needed. This section includes staff time outside of direct client services. Check your totals!



[IRS standard mileage rates for 2022](#)

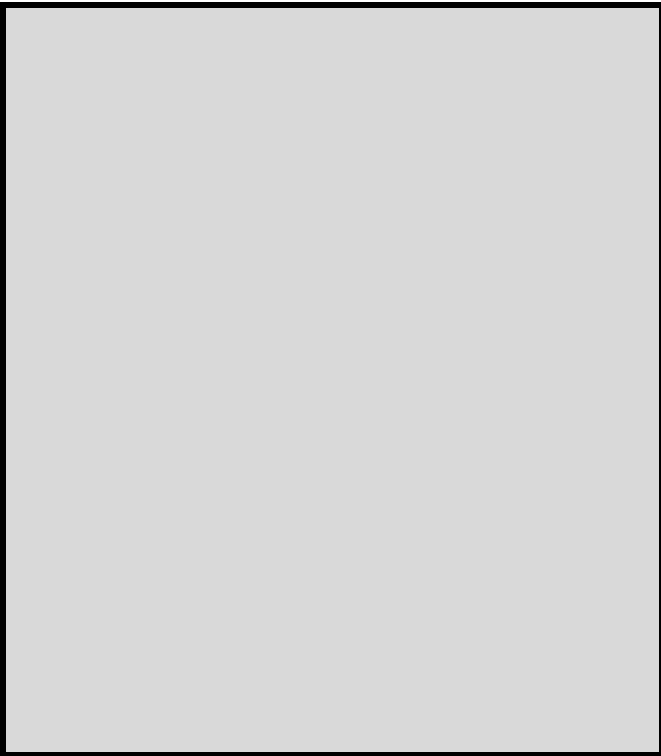
[Reference: government per diem rates](#)

guidance provided in the grant information session.

expense. This may be included here or if not sufficient space may be included in question 22 of
it be changed.

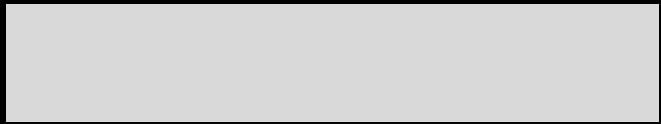
formula cells.

and clear.



[200.43 Compensation - personnel services](#)

[200.431 Compensation - fringe benefits](#)



[200.475 - Travel costs](#)

[200.439 - Equipment](#)

[200.453 - Materials and supplies](#)

[200.318 - General procurement standards](#)

[Subpart E - Cost Principles](#)

[https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRea20080eff2ea53/section-200.405#p-200.405\(d\)](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRea20080eff2ea53/section-200.405#p-200.405(d))

*includes a list of budget items and the CFR reference

the application.

VIOLENCE PREVENTION GRANT PROGRAM

ORGANIZATION NAME <enter lead org name here>
EIN <enter EIN for lead org>
PERIOD OF PERFORMANCE November 1, 2022 to December 31, 2023
GRANT ROUND 1
Total Grant Amount Requested \$ -

VIOLENCE PREVENTION GRANT BUDGET						Budget Notes
		% of time	Annual Salary	Year 1	Total	
Personnel	Role Description					
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
SUBTOTAL Personnel				\$0	\$0	
Fringe	0%			\$0	\$0	
TOTAL PERSONNEL + FRINGE				\$0	\$0	
DIRECT EXPENSES	Narrative Justification	Unit	Rate	Year 1		
Travel						
Local travel for Staff			\$0	\$0	\$0	
Equipment						
Equipment			\$0	\$0	\$0	
Materials & Supplies						
Office Supplies			\$0	\$0	\$0	
Program Supplies			\$0	\$0	\$0	
Contractual						
Partners (ie. organizations)				\$0	\$0	
Contractors (ie. individuals)				\$0	\$0	
Program Expenses						
Activity 1			\$0	\$0	\$0	
Activity 2			\$0	\$0	\$0	
Activity 3			\$0	\$0	\$0	
Activity 4			\$0	\$0	\$0	
Activity 5			\$0	\$0	\$0	
Other						
Telecom services (internet, cellular data, landline service)			\$0	\$0	\$0	
Other direct costs			\$0	\$0	\$0	
SUBTOTAL Expenses				\$0	\$0	
DIRECT COST TOTAL				\$0	\$0	
ADMINISTRATIVE COSTS	Limited to 10% of Grant Total					
		% of time	Annual Salary	Year 1	Total	
Personnel	Role Description					
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
SUBTOTAL Personnel				\$0	\$0	
Fringe	0%			\$0	\$0	
TOTAL PERSONNEL + FRINGE				\$0	\$0	
Other						
Please fill in name of other administrative costs			\$0	\$0	\$0	
Please fill in name of other administrative costs			\$0	\$0	\$0	
Please fill in name of other administrative costs			\$0	\$0	\$0	
SUBTOTAL Other Admin Expenses				\$0	\$0	
ADMINISTRATIVE COSTS TOTAL				\$0	\$0	Admin Maximum Allowed
TOTAL PROJECT COST				\$0	\$0	-

VIOLENCE PREVENTION GRANT PROGRAM

ORGANIZATION NAME <enter lead org name here>
EIN <enter EIN for lead org>
PERIOD OF PERFORMANCE November 1, 2022 to December 31, 2023
PERIOD OF PERFORMANCE 1

Partners (Organizations)	Cost	Budget Notes	Add the EIN for each partner organization listed
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
Total Partners*	\$0.00		

**Link the total cost to the Contractual section on the "Budget Template" tab*

Consultants (Organizations)	Rate	Days/Hours Worked	Cost
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
Total Consultants*			\$0.00

**Link the total cost to the Contractual section on the "Budget Template" tab*

Total Contractual	\$0.00
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**name organizations to the extent possible*