

Grant Budget Summary Instructions

General Instructions for Grant Budget Summary

- In any category where funding is requested, the Narrative must be completed. In the Narrative sections, please explain how the requested funding in each category will be used to support your project and the purpose of any materials being purchased.
- You may add additional lines as necessary. Feel free to contact H-GAC staff for assistance.
- Do not include in-kind or matching funds in your grant budget summary.

Instructions for Personnel/Salary

Complete the table, including each employee to be funded wholly or in part by this grant. Include a description of the duties that personnel will perform. In the narrative, describe how the personnel will support your proposed project. Please note: grant funding cannot be used to supplant existing funds, and therefore cannot be used to provide salary for existing employees who will continue to perform existing duties. For FY24/25 funding, please plan for up to 16 months of salary. Please take into account how long it will take to hire someone when selecting the number of months.

Definitions:	Position:	Job title
	Function:	Only those responsibilities directly related to solid waste management
	Status:	Full-time or part-time, permanent or temporary
	Salary:	Regular monthly salary
	Time:	Percentage of monthly time dedicated to the solid waste function

Instructions for Fringe Benefits

Identify fringe benefits rate and what is included in the benefit rate, for instance, medical leave, sick time, and/or vacation time. Grant Application will automatically calculate the fringe benefit amount based on the salary request from the Personnel/Salary portion of your budget summary.

Instructions for Travel

Travel expenses directly related to the grant-funded program may be authorized. Please describe the types of travel expenses requested. Identify the parties who will be traveling and the purpose of the travel. In the narrative, describe how the travel will support your proposed project.

Instructions for Supplies

Supplies are consumable items that generally have a useful life of less than one year and have a **unit cost of less than \$1,000**. (Expenses for food and beverages are not allowable. Items with a useful life of more than one year should be listed under the "Other" budget category.) Please list the supplies you intend to purchase with grant funding. Make sure to include the quantity that will be purchased. In the narrative, describe how the supplies will support your proposed project.

Instructions for Equipment

Expenses included under the Equipment category should be for non-construction related, tangible, personal property having a **unit acquisition cost of \$5,000 or more (including freight and set up costs)** with an estimated useful life of over one year. Any equipment that will be used for other projects or activities, in addition to the funded project, may only be funded at an amount reflecting the appropriate percentage of time that the equipment will be directly used for solid waste purposes. **All equipment purchases must be approved in advance by H-GAC.** Equipment purchased solely with solid waste grant funds must be used exclusively for solid waste purposes. Please list each piece of equipment you intend to purchase with grant funding, providing as many specifications as possible at this time. In the

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narrative, please describe the intended use of the equipment, any special requirements that the equipment will meet, and how it will support your proposed project.

Instructions for Construction

Expenses budgeted under this category should be for costs related to the enhancement or building of permanent facilities. A pass-through grant recipient shall **incur no construction costs unless the construction details are approved in advance by H-GAC**. All applicable laws and regulations for bidding and contracting for services must be followed. Describe the construction expenses associated with the proposed project, providing as many specifications as possible at this time and identify any services to be subcontracted. In the narrative, please describe all intended uses of the constructed facility and justify any special features to be included in the construction project. Describe how the construction will support your proposed project.

Instructions for Contractual

Expenses included under this category should be for costs for professional services or tasks provided by a firm or individual who is not employed by the grant recipient. **A pass-through grant recipient may incur no contractual costs unless the subcontract is approved in advance by H-GAC**. In the narrative, please describe the applicant's need for contractual services, indicate what agreements or procurement steps have been made with the indicated contractor in accordance with applicant's procurement policies, and the role that the contractor will play in support of your proposed project.

Instructions for Other

Other expenses are for items or services that do not readily fit into any of the other budget categories in this application. Complete the breakdown of total Other expenses making sure to include the quantity of each item to be purchased. In the narrative, indicate how the expenses will support your proposed projects. Also describe how the items will be used, such as what information will be disseminated in advertisements or printing, what newspapers will be running ads, how many personnel will be using PPE, how computer or audio/visual equipment will support your proposed project, etc.