

NJCDD Grant Budget Tips

Personnel with Fringe Benefits - Indicate the applicant's actual fringe benefit rate **not to exceed 20%**. Identify each position by title and name.

Personnel without Fringe Benefits - Provide the same information as above for personnel who **do not receive** fringe benefits.

Consultation/Subcontracted Services - Describe the cost under "Nature of Expense." Examples include Sign Language Interpreter and subcontractor positions. Under "Rate," include the hourly rate.

Travel –Transportation costs **for personnel working on the project**. Use the maximum reimbursable rate allowed by the state of NJ which is currently **.31/mile** for private auto mileage per mile. This allowance covers gas, tolls, and parking fees. If the applicant organization's current reimbursement rate is lower, the lower rate must be used.

Supplies/Publications - List all supplies and publications necessary to support the project.

Space Occupancy - Identify the **type of space** being charged to the project, such as office space or space rental for public meetings. For office space, under "Rate/Sq. Ft./Yr.," specify the **annual** charge or estimated value per square foot; and under "Sq. Ft.," indicate the number of square feet. Under "# Months," enter the number of months space is used. If space is rented for 10 months, calculate the percentage of the year that the space is rented, and calculate the total under "Project Costs." For example, if the annual rate/sq. ft. was \$12.00, the space rented was 100 sq. ft., and occupied for 10 months, the total project cost would equal (12 dollars/sq. ft./year X 100 sq. ft. X 10 months/12 months (or 0.833)) = \$999.60.

Other Direct Costs - List separately all other **direct costs** not already provided for that will be incurred during the project (e.g., telephone, postage, travel stipends for people with disabilities or family members, etc.).

Indirect Costs - Indirect costs are expenses which are incurred by the organization in the conduct of a number of projects and functions. The applicant **may NOT** charge indirect costs to the project under NJCDD guidelines. Any staff or personnel or cost being provided to the project must be listed in one of the above categories in a percentage of time or expense being directly applied to this project. If this is not practical, given the structure of the organization, contact the Council grant manager.