

## **Budget Worksheet Instructions**

Upon approval by GLISTEN of a successful Subgrant Application, funding for successful GLISTEN Planning Grantees will be provided for up to 2 additional years on a year-to-year basis; at this time, subgrant applicants are being asked to submit a detailed budget for the first year only, to cover costs from August 15, 2010 – August 12, 2011.

Because a 100% match is required (which means every CNCS dollar must be matched with a non-CNCS dollar), and because GLISTEN has very limited resources for use as a match, you are asked to match your CNCS request with a “grantee share” of not less than 125%. All matching funds will need to be documented in fiscal “cost-sharing” account statements and other documents (e.g., sign-in sheets for service-learning projects, “fair market value” certification of in-kind contributions) for audit purposes.

### **Personnel:**

Allowable costs charged to GLISTEN may include staff time for Cluster coordination (suggested time commitment: 6 – 10 hours per week), release time for faculty engaged in course development, and stipends to undergraduate stewardship liaisons (but NOT to students engaged in course-based service or research). Where possible, campuses should access Work-Study funds to subsidize the stipends of the undergraduate Stewardship Liaisons; the suggested hourly rate during the academic year is not less than \$10. The suggested summer stipend is \$3000 - \$3500 per liaison (based on \$10/hr x 10 weeks x 35 hours per week).

The time commitment anticipated for enrolled service-learning students may NOT be claimed as match. However, time donated to the program by other individuals for which a “fair market value” cannot be documented MAY be claimed as match; Independent Sector estimates the hourly value of volunteer time in 2009 was \$20.85 ([http://www.independentsector.org/volunteer\\_time?s=volunteer%20time](http://www.independentsector.org/volunteer_time?s=volunteer%20time)).

### **Supplies:**

Allowable costs charged to GLISTEN may include such items as materials for Cluster-wide faculty development workshops; service-learning manuals for faculty, students and community members; and supplies needed for collaborative service-learning projects such as the pilot demonstration project.

### **Curriculum Development:**

Allowable costs charged to GLISTEN include reimbursable curriculum development expenses (non-salary) to faculty and academic departments. The documented value of refreshments and donated space may be claimed as match.

### **Training and Technical Assistance:**

Participation in technical assistance activities related to Great Lakes stewardship may be included in this category. For match purposes, campus-based partners are encouraged to tap into existing faculty development resources for the above-mentioned purposes.

**Travel:**

Allowable costs charged to GLISTEN include travel to and participation in the 2011 SENCER Summer Institute by teams of faculty, students, and community representatives from each cluster. See the FAQs for cost estimates. The location of the 2011 Institute has not yet been determined, but should be decided by June 30<sup>th</sup>. Pending announcement of the location, applicants should budget approximately \$400 in travel for the Institute in addition to the registration and lodging estimates provided in the FAQs.

**Other Program Operating Costs:**

Allowable costs charged to GLISTEN include local and regional transportation directly associated with the implementation of collaborative course-based Great Lakes stewardship activities (provided these costs have not been included in curriculum development grants to individual faculty). *To comply with provisions of the Serve America Act of 2009, all GLISTEN Collaborative Clusters are required to conduct Criminal History checks (or provide documentation that such checks have been conducted) for all university faculty, staff, students and community partner representatives, whose salaries/wages are being supported fully or in part with GLISTEN funds. GLISTEN is seeking guidance from the Corporation for National and Community Service regarding the necessity to require such checks for individuals whose salaries/wages (or portion thereof) are included in Subgrantee budgets exclusively as matching funds for the GLISTEN share. Funds for required Criminal History Checks may be included in this section of the budget.*

**Administrative/Indirect Costs**

Although the Corporation for National and Community Service will allow each grantee to request up to 5% in indirect costs, GLISTEN Cluster subgrantee institutions are asked to waive indirect costs charged to the GLISTEN share of the budget. For purposes of *matching*, campuses may (and are encouraged to) claim an amount up to their federally-negotiated indirect cost rates with the Department of Health and Human Services (HHS) on the *matched amount*. Documentation of these rates will be required at the time of final grant negotiation.