

Partnership Agreement Budget Instructions - FY15

All budgets must be submitted to:
Andi Mathis, State & Regional Specialist, mathisa@arts.gov
no later than April 10, 2015

GENERAL INFORMATION:

You will use the [Revised Project Budget](#) form, even though this is the first submission of budget information for your Partnership Award.

For this budget:

- **Show only the required 1:1 match.** *Many SAAs and RAOs can and do ultimately exceed the required match, but to streamline review of your application, we ask you to limit the match to just the 1:1 for this budget. It is important to remember that all costs that are reflected on this budget (and on subsequent payment requests and financial reports for this award) must be allowable per the General Terms & Conditions for your award.*

Also note:

- **This budget cannot include overlapping project costs with any other Federal award.** SAAs that have designated Folk Arts partners who receive NEA grants as well as SAA grants for statewide folklife activity must take specific care to ensure that there are no overlapping project costs between awards.
- **All costs included on this budget must be incurred within the allowable Period of Performance, which may begin no earlier than July 1, 2015 and extend for a period of up to two years.** Please confirm your preferred grant period in Section 2, and be sure to account for sufficient time to advertise, review, award, and closeout all subawards made with NEA or matching funds. Note that all activities supported under this award must be related to the State Arts Plan that was approved in your FY15 application. Funds cannot be "rolled over" for future use.
- **Any subawards reflected on this budget must be made in accordance with the requirements of 2 CFR 200.331.** This includes specific requirements regarding applicant eligibility, award notice requirements subrecipient monitoring and closeout, and other national policy requirements; review the General Terms & Conditions for more detail.
- **Name your electronic files clearly.** Please use the name of your organization or a recognizable acronym followed by "15Budget.pdf" (e.g., ABCArtsCouncil15Budget.pdf).
- **Provide budget figures for your entire grant;** you do not need to break down expenditures by grant components. Round all numbers to the nearest \$100. Describe like costs on a single line if necessary to fit the space provided.

DETAILED INSTRUCTIONS:

1. **Applicant.** Type in the legal name and mailing address of your organization.
2. **Period of Performance Requested.** Type in the period of performance for your award here.
3. **Revised Project Description.** If applicable, indicate when you will begin making subawards to expedite processing by the NEA for FFATA compliance. Otherwise, leave blank.
4. **Authorizing Official.** A signature is no longer required here but please identify the organization's Authorizing Official for this grant.
5. **Project Director.** Provide the name and contact information for the person in charge of administering your partnership agreement.

INCOME

6. **Total Match for this Project.** The total match for the project must be equal to the NEA Recommended Amount below, and may include:

- a. **Cash** match refers to the cash donations (including items or services that are provided by the applicant organization), appropriated funds, grants, and/or other revenues that are expected or received for the partnership agreement.

For SAAs: note the NEA legislative requirements for match which state that "The non-Federal funds required...to pay 50 percent of the cost of a program or production shall be provided from funds directly controlled and appropriated by the State involved and directly managed by the State agency of such State."

For RAOs/NASAA: funds proposed as match must be allowable per the General Terms & Conditions for State Arts Agencies and Regional Arts Organizations. Do not include NEA or other federal grants that are anticipated or received here.

- b. **In-kind** match sources include goods or services provided by a third-party (not by your organization).

For SAAs: In-kind match cannot be used to meet the minimum matching requirement for your award.

For RAOs/NASAA: In-kind can include donated space, supplies, and volunteer services – i.e., goods and services that are donated by individuals or organizations other than the applicant. To qualify as matching resources, these same items also must be listed under direct costs. The dollar value of these non-cash donations should be calculated at their verifiable fair-market value. Identify sources. Reminder: Proper documentation must be maintained for all items noted as "in-kind."

7. **NEA Recommended Amount.** List the total amount of recommended funding per the accompanying notification.

8. **Total Project Income.** Total project income is the total of "6. Total match for this project" and "7. NEA recommended amount."

EXPENSES

The Expenses side of the budget form must show how the Total Project Costs – e.g., the combined NEA funds and your matching funds – will be spent.

Direct Costs are those that are identified specifically with the partnership agreement. These costs must be allocable and allowable under the General Terms and Conditions for your award.

9. **Direct Costs: Salaries and Wages**

Salaries and wages cover compensation for personnel, both administrative and artistic, who are paid on a salary basis. (Funds for contractual personnel and compensation for artists who are paid on a fee basis should be included in "Other expenses" and not here.) Indicate the title and/or type of personnel and the percentage of time that will be devoted to the partnership agreement annually. You may leave the column for annual or average salary range blank. List key staff positions, and combine similar functions.

Example:

<i>Title and/or type of personnel</i>	<i>Number of personnel</i>	<i>Annual or average salary range</i>	<i>% of time devoted to this project</i>	<i>Amount</i>
Executive Director	1		7%	\$8,000
Program Directors	2		60-70%	\$30,000
Education/Outreach Staff	5		20-30%	\$15,000

Salaries and wages for performers and related or supporting personnel must be estimated at rates no less than the prevailing minimum compensation as required by the Department of Labor Regulations. (See "Legal Requirements" for details.)

NEW: Under 2 CFR Part 200 Subpart E—Cost Principles, costs for fundraising activities that are necessary to meet the objectives of the Federal award are now allowable. You may include pro-rated salaries for personnel who undertake fundraising activity if they are directly allocable to approved Partnership Agreement activity.

Fringe benefits are those costs other than wages or salary that are attributable to an employee, as in the form of pension, insurance, vacation and sick leave, etc. They may be included here only if they are not included as indirect costs.

10. Direct costs: Travel

Travel must be reasonable and estimated according to your organization's established travel policies; airfare costs may not exceed the cost of coach accommodations. Include subsistence costs (e.g., hotels, meals) as part of the "Amount" listed for each trip, as appropriate.

Foreign travel, if any is intended, must be specified in this section by country of origin and/or destination and must conform with government regulations, including those of the U.S. Treasury Department Office of Foreign Asset Control. Please see the General Terms & Conditions for additional information.

Indicate travel costs according to the example below. Unless travel is to foreign countries, you do not need to specify destinations; simply indicate whether travel is within your state or out of state.

Example:

<i># of travelers</i>	<i>From</i>	<i>To</i>	<i>Amount</i>
10	In state		\$6,000
4	Out of state		\$4,000

11. Direct costs: Other

Other expenses include subgrants, consultant and artist fees, contractual services, promotion, acquisition fees, rights, evaluation and assessment fees, access accommodations (e.g., audio description, sign-language interpretation, translation, closed or open captioning, large-print brochures/labeling), internet access, telephone, copying, postage, supplies and materials, publication, distribution, transportation of items other than personnel, rental of space or equipment, and other project-specific costs. List artist compensation here if artists are paid on a fee basis.

If you intend to purchase any **equipment** that costs \$5,000 or more per item and that has an estimated useful life of more than one year, you must specifically identify that item here, and provide a justification for the expenditure on this form or in an attachment.

Example:

Subgrants	\$200,000
Contractual Services (web design, marketing)	\$35,000
Administration (% of rent, supplies, communications)	\$50,000
Equipment (purchase of high def audio/visual system for state-wide webcasts)	\$7,500
Access Accommodations	\$10,000

Do not include entertainment or hospitality activities, alcohol, concessions (e.g., food, T-shirts), fines and penalties, bad debt costs, deficit reduction, cash reserves or endowments, lobbying, marketing expenses that are not directly

related to the partnership agreement, contingencies, miscellaneous, or costs incurred before the beginning of the official period of support. These costs are unallowable and may not be supported with Federal or matching funds.

12. Total direct costs is the total of all direct cost items listed in "9. Salaries and wages," "10. Travel," and "11. Other expenses."

13. Indirect costs

Indirect costs are overhead or administrative expenses that are not readily identifiable with fulfilling the partnership agreement. The costs of operating and maintaining facilities and equipment, depreciation or use allowances, and administrative salaries and supplies are typical examples of indirect costs.

For SAAs: You may include costs required under a Statewide Cost Allocation Plan here. However, you must provide details on how the SWCAP amount was calculated. If your indirect cost rate agreement is not negotiated with the NEA, please provide a copy of your current rate agreement along with the budget.

For RAOs/NASAA: In order to claim indirect costs on this line, you must have a rate negotiated with the NEA or another federal agency. (If so, please provide a copy of your current rate agreement with this budget.) If your organization has never applied for an indirect cost rate agreement, 2 CFR 200 now allows you to claim a "de minimis" rate of no more than 10 percent of modified total project costs. Please indicate "de minimis" if you choose this option.

Note: if you do not have an indirect cost rate agreement and do not choose the de minimis option, you may still claim administrative costs or overhead as direct costs under "11. Other expenses." However, you cannot claim both direct administrative costs and indirect costs.

14. Total Project Costs: the sum of "12. Total direct costs" plus "13. Indirect costs" (if applicable).