Shared Visions Preschool
Budget Definitions and Guidance

Please complete all budget information on the form provided in the application. ***Shared Visions funds are intended to support direct services to children to the fullest extent possible.***

SALARIES & BENEFITS:

Salaries - Salaries requested shall be stated by line item for personnel providing direct preschool services to the children involved with the program and for the percentage of time employed.

Employee Fringe Benefits - Benefits requested shall be for those personnel listed in the Salaries (above) who receive a salary and provide direct preschool services. Benefits include items such as: FICA; Social Security; state and federal income taxes; health insurance; vacation or sick leave; reimbursement to employees for required physicals every two years, not to exceed $60 per employee every two years. (Note: IRAs may not be purchased with grant funds.)

Administration Costs – Salaries for personnel who provide direct supervision to the salaried preschool staff, provide fiscal/accounting support for grant funds or similar duties that provide direct support to the operations of the Shared Visions program. ***The amount requested for administration costs may not exceed 10% of the total program budget.***

TRAVEL & TRAINING: ***The amount requested for staff travel and training may not exceed 5% of the total budget.***

Staff Travel - Includes mileage, meals and lodging expenses for direct preschool staff to perform their duties and/or travel to staff development/training.

Staff Training - Includes registration and materials cost for direct preschool staff to participate in training/staff development related to their duties. Staff training and development must be identified within the year-end report.

PURCHASED SERVICES: Examples include child care during the time of parent meetings and/or transportation costs for enrolled children and their families.

SUPPLIES & EQUIPMENT: ***The amount requested for supplies and equipment may not exceed 10% of the total program budget.***

Supplies – May include consumable items and materials that are used directly for the preschool program, food and paper products for the program or to be consumed at parent meetings, art supplies used with children.

Equipment – May include non-consumable items used in direct services to children, technology items used to collect required child and program data and/or used in the direct provision of preschool services. Equipment costs must not exceed $4,999 per item. Items purchased must be reported on the equipment inventory sheet of the year-end report.

OTHER EXPENSES: ***The amount requested for other expenses may not exceed 10% of the total program budget.*** Examples include food costs for the program and for parent meetings, fees related to NAEYC Accreditation, building/space rent, utilities, data plans for technology (used for data collection or services related to enrolled children).

[***Note:** Remodeling costs and excessive technological expenses will not be allowed.]

IN-KIND SUPPORT: Must be documented and equal at least 20% of the total grant amount.

FINANCIAL AUDIT: Each program shall have an annual financial audit of its financial records. The audit shall be retained by the grantee, but shall be available to the Council upon request. If, and when, an audit exception is discovered within the program, the agency must forward a copy of the audit exception and the agency's response to that exception within 30 days of issuance of the final report.