

# serve KENTUCKY

STATE SERVICE COMMISSION

## APPENDIX C: DETAILED BUDGET INSTRUCTIONS (EGRANTS BUDGET SECTION)

**THESE INSTRUCTIONS APPLY ONLY TO APPLICANTS FOR FIXED-AMOUNT GRANTS, INCLUDING EDUCATION AWARD PROGRAMS (EAP) and PROFESSIONAL CORPS.**

EAP and Fixed-Amount Grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed-Amount applicants are not required to complete a detailed budget or complete the Grantee Share column. However, **you must complete the Source of Matching Funds Chart to identify the sources of the additional revenue you need to operate the program.** If you are applying for the Stipend Fixed-Amount grant, you must pay at least the minimum living allowance listed in the Notice for each type of position you are proposing.

### SECTION II: AMERICORPS MEMBER POSITIONS

#### Member Positions

Identify the number of members you are requesting by category (i.e. full-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#w/o Allow** (without CNCS-funded living allowance). **Leave all other columns blank.**

The total number of member service years (MSYs) will **automatically calculate** at the bottom of the Member Positions chart. The MSYs are calculated as follows:

| Member Positions                      | Calculation                   | MSY     |
|---------------------------------------|-------------------------------|---------|
| _____ Full-time (1700 hours)          | ( _____ members x 1.00)       | = _____ |
| _____ Three quarter-time (1200 hours) | ( _____ members x 0.700)      | = _____ |
| _____ Half-time (900 hours)           | ( _____ members x 0.500)      | = _____ |
| _____ Reduced Half-time (675 hours)   | ( _____ members x 0.3809524)  | = _____ |
| _____ Quarter-time (450 hours)        | ( _____ members x 0.26455027) | = _____ |
| _____ Minimum-time (300 hours)        | ( _____ members x 0.21164022) | = _____ |
| <b>Total MSYs</b>                     |                               | _____   |

Under "Calculation" you will enter the calculation for your grant request.

Total # of MSYs \_\_\_\_\_ x MSY amount \_\_\_\_\_ = Total Grant Request \$ \_\_\_\_\_

Serve Kentucky will retain 2% of what is expended for administrative costs. Please use the calculation below to determine the administrative costs:

Total Grant Request \_\_\_\_\_ x .98 = Member Support Costs \$ \_\_\_\_\_  
 Total Grant Request \_\_\_\_\_ x .02 = Commission Share \$ \_\_\_\_\_

Type the total amount requested in the "Total Amount" and "CNCS share" columns. Leave the "Grantee Share" blank. See example below (applies to a stipended fixed amount grant):

| Purpose                      | Calculation  | Total Amount | CNCS Share | Grantee Share | edit | del |
|------------------------------|--|--------------|------------|---------------|------|-----|
| <b>Program Grant Request</b> | 20 MSY x \$15,192/MSY<br><br>(Member Support Costs:<br>\$303,840 x .98 = \$297,763;<br><br>Commission Share: \$303,840<br>x .02 = \$6,077) | \$303,840    | \$303,840  | \$0           | view |     |
| <b>Subtotal</b>              |  | \$303,840    | \$303,840  | \$0           |      |     |

### SOURCE OF MATCHING FUNDS

In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match to operate the AmeriCorps program. Define all acronyms the first time they are used.

| Match Description  | Amount | Match Classification     | Match Source                           |
|--|--------|--------------------------|--|
| <i>(Include whether the match source is "Secured" or "Proposed")</i> |        | <i>(Cash or In-Kind)</i> | <i>(Federal, State/Local, Private)</i> |