



Budget Summary

NOTE: 75% of the grant proceeds must be allocated to approved not-for-profits.

Examples of eligible budget activities include, but are not limited, to:

- Community outreach
- Distribution of literature
- Door-to-door conversations
- Conducting informational sessions about the census and process
- Conducting special events and census mobilizing
- Development of digital media capped at 5% of the budget
- Interpretation and translation services
- Implementation of developed targeted media campaigns
- Informational kiosks and presentations
- Development of outreach materials (brochures, fliers, newsletters, and other targeted advertising such as billboards and other outlets with broad reach)
- Other specific activities to increase 2020 Census participation
- Purchase of goods and services that directly support eligible budget activities
- Purchase of consumable electronics limited up to \$500 per item and not to exceed \$2,500 in aggregate
- An administrative expense of a rate of up to 5% of the grant funding

All costs incurred must be reasonable and necessary for the performance of work within the scope of Project.

The State funds should leverage and build on State and regional efforts, create new and innovative local efforts, and should not be used to supplant or replace other funding for census activities. Travel costs included in the budget will be reimbursed based on approved NYS rates and per diems outlined by the U.S. General Services Administration (<https://www.gsa.gov/travel-resources>).

An administrative rate of up to 5% may be applied to this grant. This will allow the Applicant to receive funding for administrative costs associated with service delivery and grant management, such as outside contract management services.

Administrative Expenses are those expenses authorized and allowable pursuant to applicable agency regulations, contracts or other rules that govern reimbursement with State funds or State-authorized payments that are incurred in connection with the Applicant's overall management and can be attributed directly to the provision of program services. Please note that the Respondent must retain backup documentation detailing how administrative funds were spent and submit this documentation with the required reports.

Funds for the following expenditures **will not be allowed**:

- Purchase, lease, or rental of any equipment or operational software
- Political activities of any kind
- Electoral activities of any kind



- Acquisition of voter registration data, voter profiles or similar programs or data commonly used in political campaigns
- Awards of cash, gift cards, trophies or the like
- Purchase, lease, and/or rental of: computers, mobile computing devices such as iPads, tablets etc., cellular telephones and related devices that exceed \$500 per item and are more than \$2,500 in aggregate
- Audit services
- Acquisition, construction, or renovation of buildings or other real estate
- Entertainment
- Religious activity
- Alcohol
- Expenses incurred prior to March 10, 2020 or ESD Award letter date, whichever sooner
- Costs of organized fundraising
- Interest, taxes and penalties
- Overhead expenses
- Any other cost incurred in violation of the terms of the GDA as defined in the agreement

In the chart below, please detail the budget summary for this project.

Applicant Name

Budget Period: **3/10/2020** to **09/30/2020**

Cost Categories		Total Project Cost by Category (dollar value):
1.	Personnel Services	
2.	Fringe	
3.	Travel	
4.	Contractual Services	
5.	Advertising & Printing	
6.	Non-Personnel Services	
7.	Administrative Costs (up to 5%)	
TOTAL PROJECT COST		



Personnel Services			
Title	Annual Salary	(%)	Total
	\$		\$
	\$		\$
	\$		\$
<p>Justification: Completely justify all positions. Describe duties and contributions to the project. Include a brief description of duties/responsibilities for each position.</p>			
Personnel Services Total (dollar value): \$			

Fringe
<p>Describe and justify each fringe in detail, including fringe rate, and what is included as part of fringe benefits.</p>
Fringe Total (dollar value): \$



Travel

Describe and justify all travel in detail, including cost per item. Justify the need for travel and how it will benefit the project.

Travel Total (dollar value): \$

Contractual Services

Describe all contractual services in detail, including cost per item. Justify the need for these services, and how they will benefit the project. For items that will be shared across other programs, please describe allocation methodology.

Contractual Services Total (dollar value): \$

Advertising & Printing

Describe and justify all printing and advertising costs in detail, including cost per item. Justify the need for printing and advertising, and how it will benefit the project.

Advertising & Printing Total (dollar value): \$



Non-Personnel Services

Describe and justify all non-personnel services in detail, including cost per item. Justify the need for these non-personnel services, and how they will benefit the project.

Non-personnel Services Total (dollar value): \$

Administrative Costs (up to 5%)

Describe and justify all administrative costs in detail, including cost per item. Justify the need for these administrative costs, and how they will benefit the project.

Administrative Costs Total (dollar value): \$