



Cost Reimbursement Budget Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements. Though we expect you to submit this checklist with your documents, failure to include it will not disqualify an application. Note: This checklist does not apply to Fixed-amount grants.

| In Compliance? | Section I. Program Operating Costs |
|---|---|
| Yes <input type="checkbox"/> _ No <input type="checkbox"/> _ N/A <input type="checkbox"/> _ | Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff who recruit, train, place, or supervise members as well as manage the project. |
| Yes <input type="checkbox"/> _ No <input type="checkbox"/> _ N/A <input type="checkbox"/> _ | Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III) of the budget? Examples of administrative costs include central management and support functions. |
| Yes <input type="checkbox"/> _ No <input type="checkbox"/> _ N/A <input type="checkbox"/> _ | Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses. |
| Yes <input type="checkbox"/> _ No <input type="checkbox"/> _ N/A <input type="checkbox"/> _ | All positions in the budget are fully described in the program narrative? |

| | |
|--|---|
| <p>Yes <input type="checkbox"/> _No <input type="checkbox"/> _N/A <input type="checkbox"/> _</p> | <p>The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, please list separately.</p> |
| <p>Yes <input type="checkbox"/> _No <input type="checkbox"/> _N/A <input type="checkbox"/> _</p> | <p>Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?</p> |
| <p>Yes <input type="checkbox"/> _No <input type="checkbox"/> _N/A <input type="checkbox"/> _</p> | <p>The purpose for all staff and member travel is clearly identified?</p> |
| <p>Yes <input type="checkbox"/> _No <input type="checkbox"/> _N/A <input type="checkbox"/> _</p> | <p>You have budgeted a minimum of \$2,000 for staff travel to an AmeriCorps program/staff development training approved by ServeWyoming in the budget narrative under Staff Travel?</p> |
| <p>Yes <input type="checkbox"/> _No <input type="checkbox"/> _N/A <input type="checkbox"/> _</p> | <p>Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?</p> |
| <p>Yes <input type="checkbox"/> _No <input type="checkbox"/> _N/A <input type="checkbox"/> _</p> | <p>All single equipment items over \$5000 per unit are specifically listed?</p> |
| <p>Yes <input type="checkbox"/> _No <input type="checkbox"/> _N/A <input type="checkbox"/> _</p> | <p>Justification/explanation of equipment items is included in the budget narrative?</p> |
| <p>Yes <input type="checkbox"/> _No <input type="checkbox"/> _N/A <input type="checkbox"/> _</p> | <p>All single supply items over \$1000 per unit are specifically listed and explained in the budget narrative?</p> |
| <p>Yes <input type="checkbox"/> _No <input type="checkbox"/> _N/A <input type="checkbox"/> _</p> | <p>Cost of items with the AmeriCorps logo that will be worn daily is included for all AmeriCorps members? Or if not, there is an explanation of how the program will be providing the AmeriCorps logo item to AmeriCorps members using funds other than CNCS grant funds.</p> |