



Cost Reimbursement Budget Checklist: (B)

The following checklist is provided to assist applicants in preparing a complete and compliant budget narrative that aligns with AmeriCorps and ServeWyoming requirements. Applicants are strongly encouraged to submit the completed checklist with their application materials, as it assists ServeWyoming in conducting an efficient review; however, failure to include the checklist will not, by itself, result in disqualification.

Note: This checklist is not applicable to fixed-amount grants.

Applicant Verified and In Compliance?	Section I. Program Operating Costs
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<p>Do costs charged to the Personnel line item directly support the operation of the AmeriCorps program?</p> <p><i>Examples may include salaries and wages for staff who recruit and onboard members, conduct criminal history checks, coordinate host sites, provide member training and support, monitor member service activities, manage grant compliance, and oversee day-to-day AmeriCorps program operations.</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<p>Are paid leave costs, such as holidays, vacation, sick leave, and personal leave, included in the Personnel budget line rather than the Fringe Benefits section?</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<p>Are all employee and member benefits included in the budget clearly identified and explained?</p> <p><i>Examples of allowable benefits include the employer's share of Social Security and Medicare (FICA), unemployment insurance, workers' compensation, health and life insurance, retirement contributions, member health care coverage for eligible full-time members, and childcare benefits. Benefits may be budgeted as a percentage of salary or living allowance costs or listed separately. If total fringe benefits exceed 30%, please provide a breakdown of each benefit and its cost.</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<p>Are personnel costs for staff who do not directly support AmeriCorps program operations budgeted under Section III. Administrative Costs?</p> <p><i>Examples may include executive leadership, fiscal and accounting staff, payroll personnel, human resources staff, information technology support, grants and contracts administration, and other centralized management or support functions that benefit the organization as a whole rather than directly supporting AmeriCorps program activities.</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<p>Are fundraising activities and associated costs excluded from the AmeriCorps budget?</p> <p><i>Examples include staff time spent writing grants, soliciting donations, organizing fundraising events, or conducting donor outreach. These costs must be supported with non-AmeriCorps funds and may not be charged to either the federal or grantee share of the grant.</i></p>

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<p>Are all staff positions included in the budget clearly described, including their roles and responsibilities, within the program narrative?</p> <p><i>Examples may include an AmeriCorps Program Director responsible for member supervision and compliance, a Program Coordinator who recruits and trains members, a Fiscal Manager who prepares reimbursement requests and tracks expenditures, or a Site Supervisor who provides day-to-day oversight of members serving at host sites.</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<p>Is the purpose of each staff and member travel expense clearly described and connected to an AmeriCorps program activity?</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<p>Have you budgeted at least \$2,000 under Staff Travel to support attendance at an AmeriCorps programmatic or professional development training approved by ServeWyoming?</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<p>Are AmeriCorps member relocation expenses excluded from the federal share of the budget?</p> <p><i>Examples of relocation expenses include moving costs, transportation of household goods, temporary housing, security deposits, or other costs associated with relocating a member to begin service.</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<p>Are equipment purchases (excluding general office equipment such as desks, printers, and standard computers) limited to no more than 10% of the total grant award?</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<p>Are all equipment purchases costing \$5,000 or more per item clearly listed and explained in the budget narrative?</p> <p>Is each equipment purchase clearly described in the budget narrative, including how it will support AmeriCorps program activities?</p> <p><i>Examples may include trailers, utility vehicles, specialized field equipment, or laboratory equipment needed to support program activities.</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<p>Are all supply purchases costing more than \$1,000 per item specifically identified and explained in the budget narrative, including how they support AmeriCorps program activities?</p> <p><i>Examples may include laptops, chainsaws, educational kits, scientific equipment, uniforms, or other supplies necessary to carry out approved program activities.</i></p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<p>Is funding included to provide each AmeriCorps member with an AmeriCorps-branded item intended for regular use during service, or does the budget narrative explain how these items will be provided using non-AmeriCorps funds?</p> <p><i>Examples may include T-shirts, jackets, nametags, safety vests, or other items that help identify members as serving with AmeriCorps.</i></p>