



**2024 Volunteer Center Grant  
Notice of Funding Availability and  
Application Instructions**

## **Applications Due Monday, September 25, 2023 @ 3:00 p.m. CDT**

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Volunteer Tennessee received its 2023 allocation for its Commission Support Grant funding from the AmeriCorps Agency; however, because the funds were made available late in 2023, Volunteer Center Grant activities will take place in 2024.

Commission Support Grant funds are to support the operations of state commissions in implementing their duties as required by the National and Community Service Act of 1990, as amended and the Edward M. Kennedy Serve America Act. Primary duties of state commissions include implementation of the state service plan, recruitment of volunteers for national and community service, and the development of projects, training and technical assistance for national and community service. Volunteer Tennessee seeks applications from Volunteer Centers to carry out these responsibilities in local communities in Tennessee.

**Award amounts.** Applicants may apply for a minimum of **\$10,000** and a maximum of **\$100,000**. Typical awards are between \$10,000 and \$40,000. A **50% match (non-federal)** – cash or in-kind – of the total budget is required for Volunteer Center funding. For example, an applicant requesting \$10,000 in federal funds through this application must document at least \$10,000 in matching funds, which is 50% of the program total cost of \$20,000. Any unobligated funds may be made available to applicants for supplemental funding.

**Project period.** The project period is one year: January 1 to December 31, 2024. Continuation funding for subsequent years is not guaranteed and is dependent upon availability of funding and satisfactory performance.

**Eligible applicants.** A Volunteer Center is an agency that connects people who want to volunteer to other non-profit organizations that need volunteers. An agency that recruits volunteers exclusively, or primarily, for its own projects is not considered a Volunteer Center. To be eligible to apply for this grant, the applicant must be a Points of Light Institute/HandsOn Network registered volunteer center, an official United Way volunteer center, or a non-profit organization that can clearly demonstrate that it performs the functions of a Volunteer Center at the city, county, or multi-county level by connecting volunteers to volunteer opportunities at other organizations. Applicants must be incorporated in and registered to business with the State of Tennessee. Any applicant not currently registered as a supplier with the State of Tennessee should register at the link below by clicking the “Register as a Supplier” link.

[https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP\\_GUEST](https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST)

**Application and technical assistance webinar.** Volunteer Tennessee will offer a webinar to introduce potential applicants to Volunteer Tennessee and to go into detail about the Notice on **Wednesday, August 30, 2023 at 9:00 a.m. CDT**. Please email [Volunteer.Tennessee@tn.gov](mailto:Volunteer.Tennessee@tn.gov) by August 28 to register for the webinar. Please visit our website [www.volunteertennessee.net](http://www.volunteertennessee.net) to access a recording following the webinar. Volunteer Tennessee strongly encourages potential applicants to attend the webinar.

**Proposal Submission Requirements.** Specific programmatic requirements are detailed in the instructions below. **Proposals must include the following components:**

- I. Title Page**
- II. Program Narrative**
- III. Budget Form with Detail**
- IV. Performance Measure Worksheet**
- V. Signed Certifications and Assurances Form**
- VI. Completed Financial Management Survey**
- VII. Most Recent Audit**

Submissions will be accepted by **email only**. Please submit each component as a separate PDF, MS Word, or MS Excel document. If files are too large to send in one email, you may send multiple emails or an email with a filesharing link. Facsimiles will not be accepted or reviewed. Type and single-space the submission package in not less than 12-point font size with one-inch margins. **You must follow the page limits specified below.** Do NOT include tables, graphs, or any other illustrations in the narrative. Please do not submit appendices or other documents not specifically requested, as they will not be reviewed. Volunteer Tennessee will not review any submission that does not comply with all of the above requirements except under extenuating circumstances as determined by Volunteer Tennessee.

Submissions are due to [Volunteer.Tennessee@tn.gov](mailto:Volunteer.Tennessee@tn.gov) no later than **Monday, September 25, 2023 by 3:00 p.m. CDT**. Applicants should receive a confirmation email within 3 business days of submission. If you do not receive confirmation after 3 business days, please email [Volunteer.Tennessee@tn.gov](mailto:Volunteer.Tennessee@tn.gov) to inquire about receipt of your application. See page 9 for a complete funding process timeline.

**PROPOSAL INSTRUCTIONS**

**I. Title Page Instructions (attachment 2)**

1. Application Type: Check one box to indicate the type of legal applicant. If none of the boxes apply, please type in a description of the legal applicant in the space marked "Other."
2. Legal Applicant Information: Supply all requested information. **Notification of grant awards will be sent to the email address listed here.**
3. Program Information: Supply all requested information. If the legal applicant is also the organization that will operate the program, supply only the program name, the name of the program director (if known) and the director’s phone number. If no one has been selected to direct the program, enter the name of the person who can be contacted to discuss the programmatic aspects of the program.
4. Budget: Include the federal dollar amount requested, the agency-pledged match amount and the total program cost for 2024. These amounts must be the same as the amounts in the completed Budget Form attachment 3. Non-federal agency match of 50% (cash or in-kind) is required.
5. Grant Period: Anticipated funding availability is January 1 to December 31, 2024. Program activities may not take place prior to January 1, 2024.
6. Counties to be served: Indicate all counties that will be served by the program activities using the requested funds.
7. Certification: Enter the name and title of the official **who has the legal authority to commit the organization to accept federal funding and to execute the proposed project** (i.e., contract signatory). This should be the same person who signs the Assurances and Certifications (attachment 5). The official may sign the Title Page electronically using any widely accepted electronic signature format that records the time and date of the signature. If the official hand-signs the Title Page, you must scan and email it along with the other required application materials.

**II. Program Narrative [Maximum 10 pages – single spaced]** – see page 7 below for funding criteria for the program narrative. **Applications must address ALL of the points in A-D below.**

**A. Executive Summary**

Include a 3-5 sentence Executive Summary that includes the name of the legal applicant, program name, the selected priority area(s), proposed target county or counties, and the proposed Outputs and Outcomes.

**B. Program Design (60%)**

1) Compelling Community Need(s).

- Describe the compelling community need(s) that you will address within the target community. Volunteerism is a means of meeting a community need (e.g., hunger, homelessness, etc.), so **do not** describe the absence of a volunteer center or the absence of volunteer recruitment and training as your community need. Provide citations that document the stated need.
- Explain why you selected this need as your focus.
- **If your program will operate at multiple sites**, describe the need in each community you propose to serve.

2) Description of Activities

- a) After selecting one or more priority areas below, describe your proposed activities for each priority and how these activities will meet the community need. **Applications must address at least one priority area below:**

- Increase Food Security:** Volunteer Tennessee will fund Volunteer Centers that directly recruit, train, and support volunteers in order to increase food security. Volunteer Tennessee will also fund Volunteer Centers that provide capacity building activities to other organizations in order to increase those organizations' ability to increase food security. Volunteer Centers should consider partnering with local AmeriCorps programs to increase food security. See Appendix 2 for AmeriCorps program listings. See "IV. Performance Measure Worksheet" below and Appendix 3, pages 6-7 and 14, for performance measure options for this priority.
- Improve Student Achievement:** Volunteer Tennessee will fund Volunteer Centers that directly recruit, train, and support volunteers in order to improve K-12 student achievement. Volunteer Tennessee will also fund Volunteer Centers that provide capacity building activities to other organizations in order to increase those organizations' ability to provide K-12 student achievement. Volunteer Centers should consider partnering with local AmeriCorps programs to address K-12 student achievement. See Appendix 2 for AmeriCorps program listings. See "IV. Performance Measure Worksheet" below and Appendix 3, pages 6-7 and 12-13, for performance measure options for this priority.
- Increase Economic and Workforce Development in Distressed Counties:** Volunteer Tennessee will fund Volunteer Centers that propose volunteer initiatives that align with Governor Lee's priority to provide services to rural communities, specifically in the area of Economic Opportunity. To receive priority consideration, applicants must propose to serve in one or more of Tennessee's 8 distressed counties or 27 at-risk counties identified here <https://www.tn.gov/transparenttn/state-financial-overview/open-ecd/openecd/tnecd-performance-metrics/openecd-long-term-objectives-quick-stats/distressed-counties.html>. Volunteer Centers should consider partnering with local AmeriCorps programs to address

Economic Opportunity in Distressed Counties. See Appendix 2 for AmeriCorps program listings. See “IV. Performance Measure Worksheet” below and Appendix 3, pages 6-7 and 10-11, for performance measure options for this priority.

- iv. **Remove Barriers to Service so that Volunteer Opportunities Are Open to All:** Volunteer Tennessee will fund Volunteer Centers that increase the diversity (may include race, color, ethnicity, nationality, religion, socioeconomic status, veteran status, education, language, age, gender, gender identify, sexual orientation, mental or physical ability) of the volunteer population. This may include efforts to provide Diversity Equity and Inclusion training to other organizations that use volunteers who are recruited and placed by the Volunteer Center. See “IV. Performance Measure Worksheet” below and Appendix 3, pages 6-7, for performance measure options for this priority.
  - v. **Increase Community Resilience and Public Safety:** Volunteer Tennessee will fund Volunteer Centers that directly recruit, train, and support volunteers to increase community resilience and public safety through community emergency preparedness education and facilitation of volunteer disaster response and recovery efforts. Volunteer Tennessee will also fund Volunteer Centers that provide capacity building activities to other organizations in order to increase those organizations’ ability to increase community resilience and public safety. Volunteer Centers should consider partnering with local AmeriCorps programs to increase community resilience and public safety. See Appendix 2 for AmeriCorps program listings. See “IV. Performance Measure Worksheet” below and Appendix 3, pages 6-7 and 8-9, for performance measure options for this priority.
- b) Describe how the activities will strategically advance national and community service in Tennessee.
  - c) Describe how your agency can provide or secure effective technical assistance to implement the proposed activities.

### 3) Measurable Outputs and Outcomes

Successful applicants must address at least one of the program priority areas above and must include at least one aligned performance measure (output paired with outcome) that corresponds to the proposed priority. Refer to attachment 4 for the Performance Measure Worksheet and Appendix 3 for suggested performance measure options.

- Based on your selected priority area(s), briefly describe the measurable outputs and outcomes that will achieve your priority area(s). The narrative should include a clear commitment to: Increase Food Security; Improve Student Achievement; Increase Economic and Workforce Development in Distressed Counties; Remove Barriers to Service so that Volunteer Opportunities Are Open to All; and/or Increase Community Resilience and Public Safety through the selected performance measures.
- Describe the systems and tools that you will use to track outputs and outcomes.

### **C. Organizational Capacity (25%)**

Strong administrative and financial systems are needed to provide the detailed documentation required for federal grant accounting. Some smaller agencies find that new internal control systems, including more detailed staff timekeeping, are needed to meet stringent accountability requirements. New grant recipients may be required to attend financial management training. **Grant recipients will participate in at least one statewide grantee meeting hosted by Volunteer Tennessee.**

In this section of the grant application, please describe how your agency will address each “Organizational Capacity” criteria on page 7 below.

#### **D. Budget/Cost Effectiveness (15%)**

Briefly discuss how the proposed budget will address each “Budget/Cost Effectiveness” criteria on page 7 below. Please note the source and amount of all matching funds and the agency’s plan to acquire additional funding as needed.

### **III. Budget Form with Detail (attachment 3)**

Please use the attached Budget Form with Detail (Excel format) required by the State of Tennessee. Please see pages 10-13 for the budget instructions and an example. Note that some items require detailed descriptions. Funding may be used for staff, travel, materials, supplies, related space and other direct costs. There is a limit on indirect costs. No more than 5% of the federal share and 10% of the grantee share can be allocated to indirect costs. The Budget detail should show how each line-item cost was calculated and the specific purpose of the line item.

Applicants may apply for a minimum of **\$10,000** up to a maximum of **\$100,000** to support priority areas i-v for the period January 1 to December 31, 2024. A **50% match (non-federal)** – cash or in-kind – of the total budget is required. For example, an applicant requesting \$10,000 in federal funds through this application must provide \$10,000 in matching funds, which is 50% of the program total cost of \$20,000 (\$10,000 federal + \$10,000 match). Please describe the source of all matching funds.

### **IV. Performance Measure Worksheet (attachment 4)**

Successful applicants must address at least one of the program priority areas (i-v) in section II above and **must submit a completed Performance Measure Worksheet** that identifies aligned performance measures (output paired with outcome) along with need, inputs, intervention, and tracking tools that correspond to the selected priority area(s). Refer to attachment 4 for the Performance Measure Worksheet and Appendix 3 for instructions on Performance Measures. To track the number of volunteers and volunteer hours, **all applicants should use either G3-3.1/G3-3.7 or G3-3.4/G3-3.10** in combination with area-specific performance measures. In particular, applicants should consider using area-specific performance measure pairs:

- H1/H3 and/or H2/applicant-determined outcome for priority i;
- ED1/ED5, ED1/ED6, ED1/ED7, ED1/ED9, ED1/ED10, ED1/ED11, ED1/ED23, and/or ED1/ED27 for priority ii;
- O1/O9, O1/O10, O1/O11, O1/O12, and/or O2/O13 for priority iii;
- G3-3.1/G3-3.7 and/or G3-3.4/G3-3.10, for priority iv; and
- D1/D4, D1/D5, D2A/D6A, D2B/D6B, and/or D3/D7 for priority v.

If your application proposes to address more than one priority area, please complete a separate Performance Measure Worksheet for each priority. You may use applicant-determined performance measures that are consistent with the format in the Performance Measure Worksheet and that have specific outputs paired with outcomes.

### **V. Assurances and Certifications (attachment 5)**

Please carefully read the enclosed Assurances and Certifications (attachment 5). This will be included in your final contract as part of the commitment. **Please note: This form must be signed by an authorized official from your agency who has legal authority to make the assurances and certifications.** The official may sign the Assurances and Certifications electronically using any widely accepted electronic signature format that records the time and date of the signature. If the official hand-signs the Assurances and Certifications, you must scan and email the signature page along with the other required application materials.

The mission of Volunteer Tennessee is to encourage volunteerism and community service.

## **VI. Completed Financial Management Survey (attachment 6)**

Your financial officer or other qualified staff must complete and sign the Financial Management Survey (attachment 6). Be sure to include all supporting documents requested in the Survey.

## **VII. Most Recent Audit**

Please submit an electronic copy of the agency's **most recent audit**. This information will be used to assess organizational capacity and cost effectiveness of the program proposed.

## **Funding Criteria**

The Volunteer Tennessee Review Team will evaluate proposals based on the following criteria:

### **Program Design (60%)**

- Well-documented compelling community need(s).
- Well-designed activities with measurable outputs and outcomes that meet community needs.
  - Plan to Increase Food Security;
  - Plan to Improve Student Achievement;
  - Plan to Increase Economic and Workforce Development in Distressed Counties;
  - Plan to Remove Barriers to Service so that Volunteer Opportunities Are Open to All and/or
  - Plan to Increase Community Resilience and Public Safety.
- Plan to engage national service programs in activities, as appropriate.
- Strategically advances national and community service in Tennessee.
- Ability to provide or secure effective technical assistance.
- Clear and measurable performance measure outputs and outcomes.

### **Organizational Capacity (25%)**

- Track record of effectiveness.
- Ability to provide sound programmatic and fiscal oversight.
- Sound track record in the issue area(s) to be addressed by the project.
- Well-defined roles and well-designed plans for staff and administrators.
- Sound track record of single program contact person or strong qualifications for new point person.
- Well-designed plans or systems for self-assessment, evaluation, and continuous improvement.
- Sound track record in timely reporting and proper invoice submission.

### **Budget/Cost Effectiveness (15%)**

- Adequate budget to support program design, including 50% match from non-federal sources.
- Commitment of applicant organization/host agency to securing resources for program implementation and/or sustainability.
- Cost-effective within program guidance.
- Sound federal/state grants monitoring track record with few or no findings.

The Review Team will use the application and other relevant documentation in its review.

## **Accompanying Documents and Forms to this Notice**

Attachments

2. Volunteer Center Title Page
3. Budget Form with Detail
4. Performance Measure Worksheet

The mission of Volunteer Tennessee is to encourage volunteerism and community service.



5. Assurances and Certifications
6. Financial Management Survey

Appendices

1. Tennessee 2023-2025 State Service Plan
2. 2023-24 Tennessee AmeriCorps Program Directory (List of AmeriCorps programs in Tennessee)
3. Volunteer Center Performance Measure Instructions

**Additional Information about this Notice**

To learn more about this funding opportunity, visit the Funding Opportunities page on Volunteer Tennessee’s web site [www.volunteertennessee.net](http://www.volunteertennessee.net). For any questions, please contact Volunteer Tennessee at [Volunteer.Tennessee@tn.gov](mailto:Volunteer.Tennessee@tn.gov).

**2024 Reporting Requirements**

Financial reports are due quarterly. Invoices may be submitted as frequently as monthly and can serve as the required financial report. A mid-year progress report is also required. A final progress report will be due with closeout documentation.

<b><u>Report</u></b>	<b><u>Period</u></b>	<b><u>Due Date</u></b>
▪ <b>1<sup>st</sup> Financial Report</b>	January 1– March 31, 2024	April 15, 2024
▪ <b>2<sup>nd</sup> Financial Report</b>	April 1 – June 30, 2024	July 15, 2024*
▪ <b>Mid-Year Progress Report</b>	January 1 -June 30, 2024	July 15, 2024
▪ <b>3<sup>rd</sup> Financial Report</b>	July 1 – September 30, 2024	October 15, 2024
▪ <b>Final Financial/Progress Report</b>	October 1 – December 31, 2024	January 15, 2025**

Final reports include the 4<sup>th</sup> Financial Report (any expenses and match not reported earlier) and a Progress Report for the entire grant period summarizing progress through December 31, 2024.

\*The State of Tennessee’s fiscal year begins on July 1. As a result, grant recipients may need to submit an accrual memo for any anticipated expenses within Period 2 (April 1-June 30, 2024) that will not be invoiced by July 3, 2024.

\*\*Final progress (not financial) report may be due earlier as part of continuation funding application.



## **Volunteer Center Grant Funding Timeline: 2024**

August 24, 2023	Notice of Funding Availability and Application Instructions released.
August 30	Application Technical Assistance Session at 9:00 a.m. CDT – Webinar.
<b>September 25</b>	<b>Grant Applications due to Volunteer Tennessee by 3:00 p.m. CDT.</b> Pre-award risk assessment information sent to Monitoring Coordinator.
September 26	Staff and Review Team receive applications for review.
October 10	Review Team scores due to Volunteer Tennessee.
October 11	Staff review complete, including recommendation to the Volunteer Tennessee Grants Committee. Pre-award risk assessment completed by Monitoring Coordinator.
October 12	Grants Committee conference call to make funding recommendation.
<b>October 20</b>	<b>Volunteer Tennessee Commission makes Volunteer Center Grant funding decision.</b>
<b>October 23</b>	<b>Inform applicants of funding decision and provide application feedback to funded organizations if changes are needed.</b>
October 24-27	Develop contracts.
<b>October 26</b>	<b>Acceptance of funding due to Volunteer Tennessee via e-mail, and required changes completed by funded organizations.</b>
October 30	Contracts distributed to funded organizations for signature.
November 14	Signed agency contracts due to Volunteer Tennessee.
<b>January 1, 2024</b>	<b>Contract Start Date.</b>
December 31, 2024	Contract End Date.

## GRANT BUDGET INSTRUCTIONS AND EXAMPLE

The Grant Budget and budget line-item detail information must be sufficiently specific to accommodate proper controls and expenditure reviews. The “Grant Contact” column is for the requested federal funds. The “Grantee Participation” column is for the agency match. Agency match may be cash or in-kind.

If a line-item will NOT be funded, leave the associated, “0.00” dollar amount in that line item.

### **GRANT BUDGETS MUST BE TYPEWRITTEN USING THE PROVIDED BUDGET FORM AND REFLECT A 50% NON-FEDERAL MATCH.**

Refer also to the example grant budget on pages 10-11.

**SALARIES, BENEFITS & PAYROLL TAXES** line-item — **DETAIL REQUIRED** — Each staff member should have a separate line in the line-item detail tab. Provide the position title, total salary and percent of salary included in grant (e.g., Executive Director [\$80,000 + benefits @30%] x 10% usage).

**PROFESSIONAL FEE/ GRANTS & AWARDS** line-item — **DETAIL REQUIRED** — Provide specific details in the line-item detail tab (e.g., Training consultant @\$200/hour x 5 hours).

If the grant provides for service unit/milestone rate payments (in which the payment rates are equal to the amount that the State has determined to be the reasonable and necessary cost for the associated unit or milestone), specify each service unit/milestone in the Professional Fee/ Grant & Award line-item detail schedule (clearly explain the unit/milestone of service and the associated rate).

**PROGRAM OPERATING EXPENSES** line-item — **DETAIL REQUIRED** — “Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, and Printing & Publications”— Each expense should be described with a separate line-item in the budget line-item detail tab.

**TRAVEL, CONFERENCES & MEETINGS** line-item — **DETAIL REQUIRED** — Provide specific details in the line-item detail tab (e.g., Mileage for program site visits: 15 miles @\$0.655/mile x 5 visits/month x 12 months). **NOTE:** All travel expenses must adhere to the state’s Comprehensive Travel Regulations available here <https://www.tn.gov/finance/rd-doa/fa-travel/fa-travel-regulations.html>.

**INTEREST** line-item — This line-item is not allowed for Volunteer Center grants.

**INSURANCE** line-item — Enter amounts associated with this line-item as appropriate.

**SPECIFIC ASSISTANCE TO INDIVIDUALS** line-item — Enter amounts associated with this line-item as appropriate.

**DEPRECIATION** line-item— This line-item is not allowed for Volunteer Center grants.

**OTHER NON-PERSONNEL** line-item — **DETAIL REQUIRED** — Provide specific details in the line-item detail tab. **NOTE:** For all staff included in the budget (federal share or grantee participation) who will have contact with vulnerable populations, please include costs of background checks per <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2540/subpart-B>.

**CAPITAL PURCHASE** line-item— This line-item is not allowed for Volunteer Center grants.

**INDIRECT COST (ADMINISTRATIVE COST)** line-item— Optional: add percentage associated with this line-item following A or B below.

Options for Calculating Administrative/Indirect Costs (choose either A OR B)

Applicants must choose one of two methods to calculate allowable administrative costs – a federally approved indirect cost rate method or a *de minimis* method. **Regardless of the option chosen, the federal share (Grant Contract column) of administrative costs is limited to 5% of the federal share of direct expenses under this grant.**

**A. Federally Approved Indirect Cost Rate**

If you have a federally approved indirect cost rate, this method must be used, and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share. Specify the Cost Type for which your organization has current documentation on file (i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate). Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries, and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this amount in the line item.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the federal and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2. To determine the federal share: Multiply the sum of the federal funding share in sections 1 through 18 by 0.0526. This is the maximum amount you can claim as the federal share of indirect costs.
3. To determine the Grantee share: Subtract the amount calculated in step 2 (the federal share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

**B. De Minimis Rate of 10% of Modified Total Direct Costs**

Organizations who have never, at any point in time, held a federally negotiated indirect cost rate (except for those non-Federal entities described in Appendix VII to CFR Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than \$35 million in direct federal funding, may indefinitely use a *de minimis* rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in MTDC and use of this option can be found at 2 CFR 200.414(f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

**IN-KIND EXPENSE** line-item — Enter amounts associated with this line-item as appropriate.

**NOTE**— Budget line-items described with the terms: “*contracts*,” “*contracted services*,” “*other*,” “*professional services*,” or “*miscellaneous*” will NOT be approved unless sufficiently specific explanatory information is detailed in the detail tab.

**ATTACHMENT 1 - EXAMPLE  
GRANT BUDGET - EXAMPLE**

**GRANTEE:** TN Sample Association

**PROGRAM AREA:** Critical Access Program

Refer to Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A for further definition of each expense object line-item in the model budget format. Policy 03 can be found on the Internet at: <http://www.state.tn.us/finance/rds/ocr/policy03.pdf>

THE FOLLOWING IS APPLICABLE TO EXPENSE INCURRED IN THE PERIOD: 1/1/24 through 12/31/24

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1, 2, 3	Salaries, Benefits & Payroll Taxes	\$101,500.00	\$101,500.00	\$203,000.00
4, 15	Professional Fee/ Grant & Award	\$198,300.00	\$198,300.00	\$396,600.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	\$0.00	\$960.00	\$960.00
11, 12	Travel/ Conferences & Meetings	\$4,000.00	\$8,000.00	\$12,000.00
13	Interest	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals	\$0.00	\$0.00	\$0.00
17	Depreciation	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel	\$0.00	\$172.00	\$172.00
20	Capital Purchase	\$0.00	\$0.00	\$0.00
22	Indirect Cost	\$0.00	\$0.00	\$0.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	\$303,800.00	\$308,932.00	\$612,732.00

<b>LINE-ITEM DETAIL FOR: SALARIES, BENEFITS &amp; PAYROLL TAXES</b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>AMOUNT</b>
Project Director (\$80,000 +benefits/taxes @45%) x 100% usage	\$58,000.00	\$58,000.00	\$116,000.00
Project Trainer (\$60,000 +benefits/taxes @45%) x 100% usage	\$43,500.00	\$43,500.00	\$87,000.00
<b>TOTAL</b>	\$101,500.00	\$101,500.00	\$203,000.00

<b>LINE-ITEM DETAIL FOR: PROFESSIONAL FEE/ GRANT &amp; AWARD</b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>AMOUNT</b>
Network Consulting for Hospital Feasibility Study, 5 hospitals @ \$10,000 ea.	\$50,000.00	\$50,000.00	\$100,000.00
Market Analysis Tool, upon completion	\$38,300.00	\$38,300.00	\$76,600.00
Emergency Medical Service, Training and Education, 10 hospitals @ \$6,000.00 ea.	\$60,000.00	\$60,000.00	\$120,000.00
Community/Patient Satisfaction Survey, 10 hospitals @ \$5,000.00 ea.	\$50,000.00	\$50,000.00	\$100,000.00
<b>TOTAL</b>	\$198,300.00	198,300.00	\$396,600.00

<b>LINE-ITEM DETAIL FOR: SUPPLIES, TELEPHONE, POSTAGE &amp; SHIPPING, OCCUPANCY, EQUIPMENT RENTAL &amp; MAINTENANCE, PRINTING &amp; PUBLICATIONS</b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>AMOUNT</b>
Telephone: \$40/month x 12 months x 2 lines	\$0.00	\$960.00	\$960.00
<b>TOTAL</b>	\$0.00	\$960.00	\$960.00

<b>LINE-ITEM DETAIL FOR: TRAVEL, CONFERENCES &amp; MEETINGS</b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>AMOUNT</b>
Rural Health Policy Institute, 10 registrations @\$200.00	\$2,000.00	\$0.00	\$2,000.00
Routine Travel, 10 staff 305 miles each x \$0.655	\$2,000.00	\$0.00	\$2,000.00
Staff to Nashville (lodging \$250*2 nights + travel day per diem \$59.25*2 days + regular per diem \$79*1 day + 461 miles * \$0.655) * 8 trips	\$0.00	\$8,000.00	\$8,000.00
<b>TOTAL</b>	\$4,000.00	\$8,000.00	\$12,000.00

<b>LINE-ITEM DETAIL FOR: OTHER NON-PERSONNEL</b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>AMOUNT</b>
Background Checks for # staff (\$86.00 x 2 staff = \$172.00)	\$0.00	\$172.00	\$172.00
<b>TOTAL</b>	\$0.00	\$172.00	\$172.00