



Appendix 5

Budget Instructions for Fixed Cost Grants

These instructions apply only to applicants for fixed-amount grants, including education award programs (EAPs). Do not use if you are a Professional Corps applicant.

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 match chart to identify the sources of the additional revenue you need to operate the program. If you are applying for a fixed-amount grant with member living stipends, you must pay at least the minimum living allowance listed in the RFP for each type of position you are proposing.

Note: While Fixed Amount and EAP applicants are not required to provide a detailed budget, they must have a plan to cover the expenses of required National Service Criminal History Checks for all AmeriCorps members, \$2,000 for program staff to attend an AmeriCorps staff training approved by Serve Wisconsin, and \$1.00 per member per month for 12 months for the cost of the OnCorps online reporting system.

Budget Section II. AmeriCorps Member Positions

Member Positions

Identify the number of members you are requesting by category (i.e., full-time, three quarter-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#Mbrs w/o Allow** (without AmeriCorps-funded living allowance.) In the **Allowance Rate** field, enter the average amount of the living allowance for each type of member. Enter zero in the column labeled **#Mbrs w/ Allow**.

Leave all other columns blank.

See example below (applies to a Full-Cost Fixed Amount grant):

Member Positions ?

Item	# Mbrs w/ Allow	Allowance Rate	# Mbrs w/o Allow	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)	0	\$16,502	5	\$0	\$0	\$0
Three Quarter Time (1200 hours)	0	\$14,000	7	\$0	\$0	\$0

Member Positions

Calculation

MSY

_____ Full-time (1700 hours)	(_____ members x 1.000)	=
_____ Three-quarter-time (1200 hours)	(_____ members x 0.7000)	=
_____ 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)	=
_____ Abbreviated-time (100 hours)	(_____ members x 0.05627705)	=

Total MSY

Total # of MSY _____ x cost per MSY amount (see RFP) _____ = Total Grant Request \$

Type the total amount requested in the “Total Amount” and “AmeriCorps Share” columns. Leave the “Grantee Share” blank. See example below (applies to a fixed-amount grant with stipends):

Purpose	Calculation	Total Amount	AmeriCorps Share	Grantee Share	edit	del
Program Grant Request	47.5 MSY X \$9,500/MSY	\$451,250	\$451,250	\$0		
Subtotal		\$451,250	\$451,250	\$0		

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