NHVEP Subgrant Budget - FY24 **Subgrantee:** **ABC Nonprofit**

October 1, 2024 - September 30, 2025

Instructions: Follow the detailed budget instructions listed in the NHVEP NOFO & Application Instructions. Only enter information in cells highlighted in blue. Add/delete rows to list individual cost items under each category. ***Please submit in Excel***

Section I. Program Operating Costs

	Value	% / Rate	Total
A. Personnel Expenses			
Volunteer Manager - Project oversight & data collection	$ 50,000	10%	$ 5,000.00
		Total Personnel	**$ 5,000.00**
B. Personnel Fringe Benefits		24%	$ 1,200.00
		Total Fringe	**$ 1,200.00**
C. Staff Travel			
In-state travel for Volunteer Manager to attend Governor's Conference on Volunteer (mileage)			$ 75.00
Out-of-state travel for the Volunteer Manager to attend the Points of Light Conference (includes mileage, flight, hotel, and per diem)			$ 1,450.00
		Total Travel	**$ 1,525.00**
D. Supplies			
3 laptop for volunteers to use to do web-based trainings on-site.			$ 2,250.00
		Total Supplies	**$ 2,250.00**
E. Contractual and Consultant Services			
Consultant to do an assessment of current volunteer onboarding/training and to develop/implement an improved plan			$ 8,500.00
Consultant to move on-boarding/training resources to a virtual, web-based platform			$ 2,500.00
		Total Consultants	**$ 11,000.00**
F. Other Program Operating Costs			
Registration for Staff to attend Governor's Conference	1	$ 70.00	$ 70.00
Points of Light Registration Fee (for Volunteer Manager)			$ 550.00
Web-based training platform - annual subscription plus setup costs			$ 3,000.00
		Total Other Program Operating Costs	**$ 3,620.00**
		Section I. Subtotal	**$ 24,595.00**

Section II. Administrative/Indirect Costs (only if they apply to your organization)

10% De Minimis		10%	
Federally Approved Indirect Rate	Basis	Rate %	
		Section II. Subtotal	**$ -**
		Budget Totals	**$ 24,595.00**