**NHVEP Subgrant Budget - FY24** **Subgrantee:** **Sample Foundation**

**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***

| | Value | % / Quantity | Total |
|---|---|---|---|
| **Section I. Program Operating Costs** | | | |
| A. Personnel Expenses | | | |
| *No staff are budgeted for this grant. Majority of activities will be done by consultants. Staff working on this project will be paid through other funds.* | 0 | 0 | $ - |
| | | **Total Personnel** | **$ -** |
| B. Personnel Fringe Benefits | | 0 | $ - |
| | | **Total Fringe** | **$ -** |
| C. Staff Travel | | | |
| *Travel for staff to VNH required meetings/trainings & travel to accompany consultant to and from different volunteer sites assisting in surveying volunteers on experience and taking photos/videos* | | | $200 |
| | | **Total Travel** | **$ 200.00** |
| D. Supplies | | | |
| *Professional printing of flyers/brochures for volunteer outreach* | | | $500 |
| | | **Total Supplies** | **$ 500.00** |
| E. Contractual and Consultant Services | | | |
| *Recruitment Consultant - to design & implement recruitment outreach campaign* | | | $9,000 |
| *Evaluation Consultant - to design and conduct evaluation of current volunteer program* | | | $ 5,000.00 |
| | | **Total Consultants** | **$ 14,000.00** |
| F. Other Program Operating Costs | | | |
| *Registration for Staff to attend Governor's Conference* | 1 | $ 70.00 | $ 70.00 |
| *Registration: Training of volunteer manager on how to use inDesign and Kapwing software (to be able to continue recruitment work once consultant has finished)* | | | $ 200.00 |
| *Registration: Training of volunteer manager on using SurveyMonkey (for future volunteer evaluations)* | | | $ 100.00 |
| *Year-long Subscription of InDesign to create volunteer recruitment materials* | | | $300 |
| *Year-long subscription to SurveyMonkey (3 users) for volunteer evaluation.* | | | $900 |
| | | **Total Other Program Operating Costs** | **$ 1,570.00** |
| | | **Section I. Subtotal** | **$ 16,270.00** |
| **Section II. Administrative/Indirect Costs (only if they apply to your organization)** | | | |
| A. 10% De Minimis | | 10% | $ 1,627.00 |
| B. Federally Approved Indirect Rate | Basis | Rate % | |
| | | **Section II. Subtotal** | **$ 1,627.00** |
| | | **Budget Totals** | **$ 17,897.00** |