

## Shared Visions Parent Support Budget Definitions and Guidance

*Shared Visions funds are intended to support direct services to families and their children to the fullest extent possible.*

### **SALARIES & BENEFITS:**

**Salaries:** Salaries requested shall be stated by line item for personnel providing direct family support services to the families involved with the program and for the percentage of time employed.

**Employee Fringe Benefits:** Benefits request shall be for those personnel listed in the Salaries (above) who receive a salary and provide direct family support services. Benefits include items such as: FICA; Social Security; insurance benefits; vacation or sick leave; reimbursement to employees for required physicals every two years, not to exceed \$60 per employee every two years. (Note: IRAs may not be purchased with grant funds)

**Administrative Costs:** Salaries for personnel who provide direct supervision to the salaried family support staff, provide fiscal/accounting support for grant funds or similar duties that provide direct support to the operations of the Shared Visions program. *The amount requested for administrative costs may not exceed 10% of the total program budget.*

### **TRAVEL & TRAINING:**

**Staff Travel:** Includes mileage, meals and lodging expenses for direct family support staff to perform their duties and/or travel to staff development/training.

**Staff Training:** Includes registration and materials cost for direct family support staff to participate in training/staff development related to their duties. Staff training and development must be identified within the year-end report.

**PURCHASED SERVICES:** Examples include child care and/or transportation costs for enrolled children and their families during the time of parent support group meetings.

**SUPPLIES & EQUIPMENT:** *The amount requested for supplies and equipment may not exceed 10% of the total program budget.*

**Supplies:** May include consumable items and materials that are used directly for the family support program, printed handouts, food and paper products to be consumed at parent support group meetings, and art supplies used with families/children.

**Equipment:** May include non-consumable items used in direct services to families and their children, technology items used to collect required family and program data and/or used in the direct provision of family support services. Equipment costs must not exceed \$4,999 per item. Items purchased must be included on the program inventory sheet for the year-end report.

**OTHER EXPENSES:** *The amount requested for other expenses may not exceed 10% of the total program budget.*

Examples include fees related to program credentialing, building/space rent, utilities, data plans for technology (used for data collection or services related to enrolled families).

[\*Note: Remodeling costs and excessive technological expenses will not be allowed.]

**IN-KIND SUPPORT:** **Must be documented and equal at least 20% of the total grant award.**

**FINANCIAL AUDIT:** Each program shall have an annual financial audit of its financial records. The audit shall be retained by the grantee, but shall be available to the Council upon request. If, and when, an audit exception is discovered within the program, the agency must forward a copy of the audit exception and the agency's response to that exception within 30 days of issuance of the final report.