



Grant Budget Guidelines NetVUE Program Development Grants

This document provides important information about the development of proposals and the preparation of budgets for NetVUE Program Development Grants. A sample budget (along with notes on specific categories) can be found at the end of this document. Please use Microsoft Excel or a similar spreadsheet program to format your budget. Please also provide a one- to two-page Microsoft Word document containing notes that explain the basis of the calculation for each item.

Grant funds may be used for a range of purposes, but not to substitute for faculty and staff costs that the institution is presently providing for its vocational exploration activities. Grant proposals may, however, include additional buyouts of faculty and staff time in pursuit of the aims of the project. In general, grant funds are intended to offset one-time costs to deepen, refresh, or otherwise strengthen programs for vocational exploration and discernment that the institution is already undertaking.

In addition, please note the following important budget requirements:

- Capital expenditures or durable equipment purchases in any amount, the hiring of additional personnel (including graduate assistants), direct fundraising expenses, and indirect or overhead costs must be borne by the institution and are not eligible for support by the grant.
- In the case of stipends to current employees, the employer's share of FICA (currently 7.65%) may be included, but the grant may not be used to support other personnel benefits, whether as a fixed sum or on a "fringe percentage" basis.
- Any speaker honoraria included in the grant proposal should be modest and not exceed \$1,500 per speaker per day. Further details about this policy may be found below, in the sections responding to frequently asked questions.
- Travel, lodging, and meal expenses for participation in NetVUE conferences and gatherings are the responsibility of the institution and may not be covered by grant funds.
- The NetVUE Consultant and Campus Visit programs are funded separately and should not be included in the grant budget.

If any of the above items are included in the grant proposal, they will be removed from the proposal and the total amount requested will be reduced accordingly. Applicants will not have the opportunity to revise the project to substitute other expenses for excluded items.

Direct support for undergraduate students in the form of internships, scholarships, or stipends will be considered only if the institution can demonstrate how it will sustain these programs at the same level after the end of the grant period.

The remainder of this document is devoted to frequently asked questions concerning grant proposal budgets. Applicants will increase their chances of success by reading and carefully following the advice that is offered here.

What categories should appear in the budget?

Please provide budget line items that match the expenditures proposed. Specific categories will depend on the project described in the proposal. Typical budget categories are listed below and in the sample budget at the end of this document. On a separate page within the application document, please provide budget notes that explain the basis of the calculation for each item in the budget. For example:

- Released time for current employees to support development of new initiatives is an allowable grant expense. If the grant will provide such compensation to current employees, the budget should include the number of persons, the cost per person (by dollar stipend or proportion of salary related to released time), and a subtotal. A stipend may be treated as extra compensation for the individual when the time commitment is not substantial and the work can be carried out while the individual continues with normal duties. Compensation in the form of released time from teaching or other duties should be limited to the amount that the institution will spend to replace those duties.
- When stipends are to be paid to employees of the institution, the budget may include a separate line item for the employer's share of Social Security and Medicare tax (commonly known as FICA, currently 7.65%), which is paid by the institution on employee wages. Note: If this line item is not included, the institution will be responsible for covering this expense. Grant funds may not be reallocated at a later date to cover these costs.
- Beyond this 7.65% allowance, any additional fringe benefits—whether paid as a lump sum or a percentage of salary—are the responsibility of the institution.
- The costs of lodging, meals, and transportation for retreats (and similar events) are allowable grant expenditures. Budgets for lodging should include the number of participants projected, the number of lodging nights, the cost per night, and a subtotal. Similarly, budgets for meals and refreshments should provide the projected number of participants, amount per meal per participant, and a subtotal. Any transportation expenses should indicate a cost estimate per person (or per vehicle, if carpooling), number of persons, and a subtotal.
- Speaker honoraria should indicate the number of speakers, amount per speaker, and a subtotal. See below for more information regarding NetVUE policy on honoraria.
- Expenditures listed for books, other materials, or supplies should indicate the number of copies of the texts, documents, or other items, and a subtotal.
- Other expenses that do not fit the above categories should be included in a separate "Other" category (with an explanation in the notes).

What rows/columns should be included in the budget?

Please create separate lines for distinct categories of expenses as described above, and columns as noted below; see the sample budget for further details. Each grant year should have a separate set of line items (rows).

- *NetVUE Request:* In a distinct column, the budget should clearly display the projected expenses to be supported by the grant. If more than 50% of the grant funds are budgeted to be spent in the first year, please include a statement that the institution will cover amounts over 50% until second-year grant funds arrive. (Regardless of budget, grant funds will be disbursed in two equal payments at the beginning of the first and second years of the grant.)
- *Institutional Support:* If institutional funds are being used to support the project, a second column should be added with this designation for each year (as per the sample budget below). Please note: although institutional funds are not required as part of this grant initiative, the inclusion of this column will help to confirm and clarify the institution's overall commitment to the project.
- *Total Budget:* A separate column provides the sum of each row of the budget.

In addition, please provide an additional row at the end of each year's expenditures, showing the sum of each column for each of the two grant years. At the end of the entire budget spreadsheet, please also provide a final row representing totals for each column for the entire grant period.

May grant funds be used for student or staff participation in a third-party program or event?

Typically, the answer to this question is no. Expenditures for one-time costs related to third-party programs or events (such as per-student fees for assessment instruments or costs for certifying staff to administer a particular program or assessment instrument) will be considered only as a pilot project or one-time expenditure to significantly expand an existing program that the institution will sustain at this expanded level. Participation in external programs or events that would be considered part of the institution's ongoing operations are not eligible for grant funding.

What is the NetVUE policy for honoraria for speakers and facilitators?

NetVUE limits honoraria to \$1,500 per speaker or facilitator per day from NetVUE grant funds for a given occasion. When a speaker addresses more than one group or occasion on campus, a higher honorarium may be offered; however, any amount beyond \$1,500 must come from institutional funds. Please note that honoraria are not meant to support ongoing projects, long-term scholars in residence, or multiple instances of the same workshop or presentation. In general, honoraria are intended to support single visits to the institution.

What types of expenses are not allowed?

Grant funds may be used for a range of purposes, but not for:

- Ongoing faculty and staff costs that the institution is presently providing;
- Capital expenditures, including durable equipment purchases in any amount;
- Stipends or salaries for additional personnel or graduate students hired specifically to support the grant project;
- Fringe benefits beyond the 7.65% Social Security and Medicare tax allowance;
- Direct fundraising expenses; or
- Indirect or overhead costs.

May the grant proposal include funding requests for NetVUE consultants or campus visits?

No. NetVUE provides a separate process to apply for funding for campus consultants or campus visits. See the NetVUE website for details or contact David S. Cunningham, director of NetVUE, at dcunningham@cic.edu or (616) 632-1060.

May grant funds be used to attend NetVUE conferences and gatherings?

No. While NetVUE covers most lodging and meal expenses for participants at its conferences and gatherings, travel expenses for participation in these events are the responsibility of the institution and cannot be covered by NetVUE grant funds.

What if changes in the approved grant budget are needed?

NetVUE grant recipients are expected to use funds as outlined in the approved budget. However, changes in the proposed budget are sometimes necessary. If a variance of more than 20% in a line item is expected, or if a group of changes amounts to more than 10% of the entire grant budget, the grant recipient should request a reallocation of funds. The request should include a proposed budget revision and supporting documentation; it should be submitted as early as possible, and in no case later than three months prior to the end of the grant spending period. Budgets included in reallocation requests should use Microsoft Excel or a similar spreadsheet program; they should be formatted to show the original budget and the requested revision, so that these may be easily compared. In addition, the request should include a rationale for the change. The request will be reviewed and, if approved, the revised budget will become the basis for subsequent spending reports. Please send requests to Carter Aikin, NetVUE grants director, at caikin@cic.edu.

Can the grant spending or fundraising deadlines be extended?

Funds should be expended during the grant period. In some instances, NetVUE has considered an extension of the spending deadline of up to 60 days. Requests for extensions should be made at least three months before the end of the grant period; send all requests to the NetVUE grants director at the above email address.

What happens to unexpended funds at the end of the grant period?

At the end of the grant period, residual funds of more than \$250 must be returned to the Council of Independent Colleges and will be used to support future NetVUE grant programs.

Additional questions?

Please contact Carter Aikin, NetVUE grants director, at caikin@cic.edu or (217) 854-5619.

NetVUE Program Development Grant Sample Budget

| Year One: | NetVUE Request | Institutional Funds | TOTAL |
|---|---------------------------|--------------------------------|-----------------|
| Faculty/staff retreat: | | | |
| Meals: 24 participants for 4 days @ \$75/day | \$7,200 | | \$7,200 |
| Lodging: 24 participants staying 3 nights @ \$50/night | \$3,600 | | \$3,600 |
| Transportation: 150 miles for 8 vehicles @ \$.54/mile | | \$648 | \$648 |
| Chapel speaker series: | | | |
| Honoraria: 3 speakers @ \$1,500/speaker | \$3,500 | \$1,000 | \$4,500 |
| Travel, meals, and lodging: 3 speakers @ \$1000/speaker | \$1,500 | \$1,500 | \$3,000 |
| Materials and supplies: | | | |
| 2 books for 25 participants @ \$52/participant | | \$1,300 | \$1,300 |
| Summer workshop faculty stipends: | | | |
| 12 participants @ \$1000/participant | \$12,000 | | \$12,000 |
| FICA at .0765 per stipend dollar | | \$918 | \$918 |
| Project oversight: | | | |
| 2 co-directors @ \$4,200/one course replacement each | \$5,400 | \$3,000 | \$8,400 |
| FICA (7.65%) for two course replacements | \$413 | \$230 | \$643 |
| Other: | | | |
| Faculty/staff book discussion lunches: 48 @\$15 each | | \$720 | \$720 |
| Year One Total | \$33,613 | \$9,316 | \$42,929 |

Note: We are aware that the first year expenses are more than 50% of the grant budget; our institution will cover the difference until the second-half funding is received.

Year Two:

| | | | |
|--|---------|---------|---------|
| Faculty/staff retreat: | | | |
| Meals: 24 participants for 4 days @ \$75/day | \$7,200 | | \$7,200 |
| Lodging: 24 participants staying 3 nights @ \$60/night | \$4,320 | | \$4,320 |
| Transportation: 150 miles for 8 vehicles @ \$.54/mile | | \$648 | \$648 |
| Community engagement dinners: | | | |
| Speaker Honoraria: 2 dinners @ \$1,500/speaker | \$3,000 | | \$3,000 |
| Meal supplement: 50 students for 2 dinners @ \$15/dinner | \$1,500 | | \$1,500 |
| Materials and Supplies: | | | |
| 20 documents, texts, and resources @ \$50/participant | | \$1,000 | \$1,000 |

| | | | |
|--|-----------------|-----------------|-----------------|
| Staff stipends for mentors of interfaith student club: | | | |
| 4 staff stipends@ \$1,000/leader | \$4,000 | | \$4,000 |
| FICA on staff mentor stipends @.0765/stipend dollar | \$306 | | \$306 |
| Project oversight: | | | |
| 2 co-directors@ \$4,200/one course replacement each | \$5,400 | \$3,000 | \$8,400 |
| FICA (7.65%) for two course replacements | \$413 | \$230 | \$643 |
| Other: | | | |
| Refreshment budget: interfaith student club | | \$500 | \$500 |
| Year Two Total | \$26,139 | \$5,378 | \$31,517 |
| TOTAL: Two-Year Budget | \$59,752 | \$14,693 | \$74,445 |

NetVUE Sample: Budget Notes Year One

Faculty/Staff retreat

- Lodging and meals for a three-day project initiation retreat for faculty and staff at a nearby conference facility. We anticipate attendance by 24 faculty members and staff, including two project co-directors and one staff member. Mileage reimbursement to participants will be covered by institutional resources.

Chapel Speaker series

- We anticipate bringing three speakers from different religious traditions to participate in a quarterly interreligious chapel service, to meet with project leaders, and to present to students in our first-year transitions course. Please see the grant narrative for further details.

Materials and supplies

- *Vocation across the Academy* and *The Purposeful Graduate* at \$26/book (discounted price and shipping per book, average) x 25 copies for workshop, retreat, and book discussion use.

Summer workshop faculty stipends

- 12 faculty instructors of the first-year transitions course will be selected to participate in a monthly workshop series to continue to refine assignments and readings for fall and spring semester sections. FICA for these stipends to be covered by institutional resources.

Project Oversight

- Project directors each receive one course release each per year, to be replaced by part-time visiting faculty at \$4,200 per course per year. FICA at 7.65% for each.

Other

- Two lunches per semester (a total of four lunches) for 12 summer workshop participants to meet and discuss emerging issues and questions. Lunch will be provided at \$15 per person per luncheon.

Note: Slightly more than half of the grant funds will be spent during year one. The institution will cover the extra cost (above first-year grant revenue) until the second-year funds are received.

Year Two

Faculty/Staff retreat and Project Oversight: As in year one

Community Engagement Dinners

- We anticipate one community engagement dinner per semester for project leaders, a speaker from a local organization, and selected student participants enrolled in community-engaged learning courses.

Materials and Supplies

- These will be provided at the institution's expense, to support both the interfaith student club and the community-engaged learning courses.

Staff Stipends

- Stipends to support additional staff time to mentor the interfaith student club, and assist them in developing programming surrounding interfaith engagement and vocational discernment. These staff will be members of the year-one faculty/staff seminar cohort.