

LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

The Project Budget Worksheet

(Updated 10/14/2020)



Getting Help

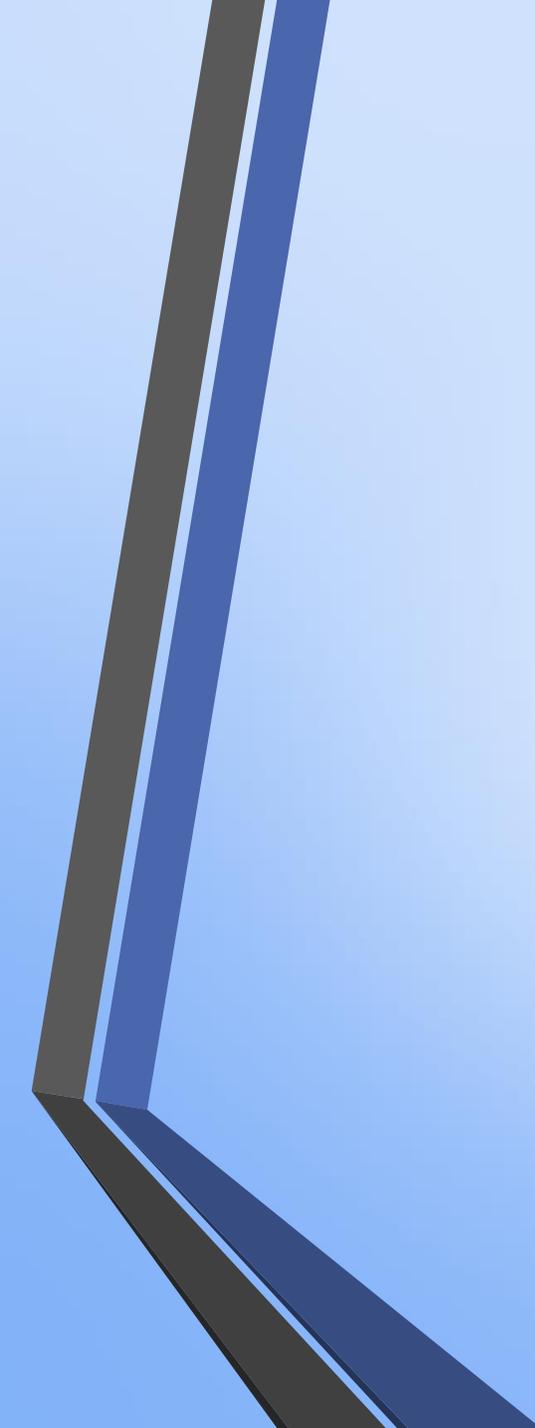
These slides will provide you with line-by-line budget worksheet instructions. If your question is not answered in these slides, do not hesitate to **call or email Beth Milburn, KDLA Deputy Commissioner, for help at beth.milburn@ky.gov or 502- 564-8325.**

Getting Started

Thank you for your interest in an LSTA grant! The project budget is an important part of your grant application. Your budget should help you demonstrate the careful planning that you have put into your grant proposal.

Your budget should provide an overview of all anticipated project costs from federal and local sources.

These slides will provide you with line-by-line budget worksheet instructions. If your questions are not answered in these slides, do not hesitate to **call or email Beth Milburn, KDLA Deputy Commissioner, for help at beth.milburn@ky.gov or 502-564-8325.**



Developing the Budget

Developing the Budget

Required Cash Match/In Kind

If applicable, grant programs could require a local cash match equal to at least 10% of the total amount of LSTA funds you are requesting. This local match can be made up of cash contributions and in-kind contributions from your library or other resources.

(In-kind contributions are defined as goods, commodities, or services instead of money contributed to the project by the library or other sources.)

Developing the Budget

Determining Your Cash Match/In Kind

You will need to determine how you will meet this requirement before you apply for several reasons:

- ❖ You will itemize your cash match in your Project Budget in the Cost Sharing column.
- ❖ You will describe your cash and in-kind contributions in Part VIII of your application form, the Project Budget Narrative.
- ❖ If selected as a grantee, you will report your total cash match in the quarterly and final reports.
- ❖ You are required to keep records of your cash match in your own files for 8 years.

Developing the Budget

Allowable Expenses

Certain expenses are not eligible for reimbursement from federal LSTA funds. A list of examples is available on the KDLA Federal Grants website at:

<https://kdla.ky.gov/librarians/funding/Pages/FederalGrants.aspx>

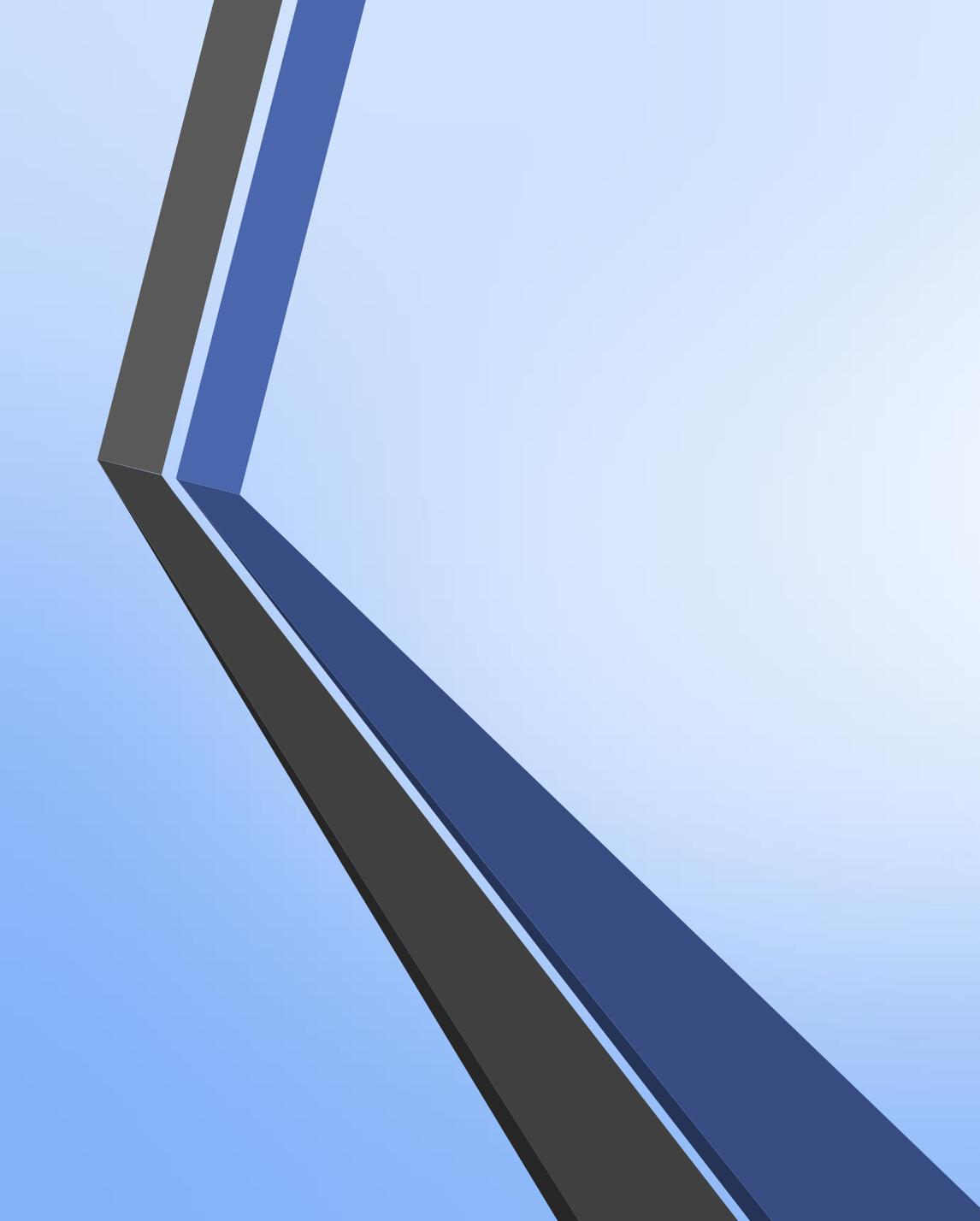
You may pay for these ineligible expenses through local cash and report these as part of your cash match.

Developing the Budget

Estimating Costs

The best practice to develop your budget is to first obtain quotes for products and services. When you complete your Project Budget and Project Budget Narrative (application form Part VII), you will be able to credit your estimate source, making you a more competitive applicant.

In addition, should your application be approved, your grant contract will include the project budget “as is” unless you request revision in advance. After contract, changes to the approved project costs must be requested of and are subject to approval by the Kentucky Department for Libraries and Archives.



Budget Columns

Budget Columns

Budget Item

List the name or describe the budget item. Keep in mind the reviewer may not be as familiar as you with the particular item or service.

Source or Method of Computation

Briefly state your source for the cost of the item, such as the vendor or retail outlet from which it came, or the method of computation, such as a wage rate or hourly vendor charge multiplied by the number of hours to be worked.

LSTA Funds

If you propose the budget item be paid for through grant funds, provide the cost in this column. If not, type o.

Budget Columns

Cost Sharing

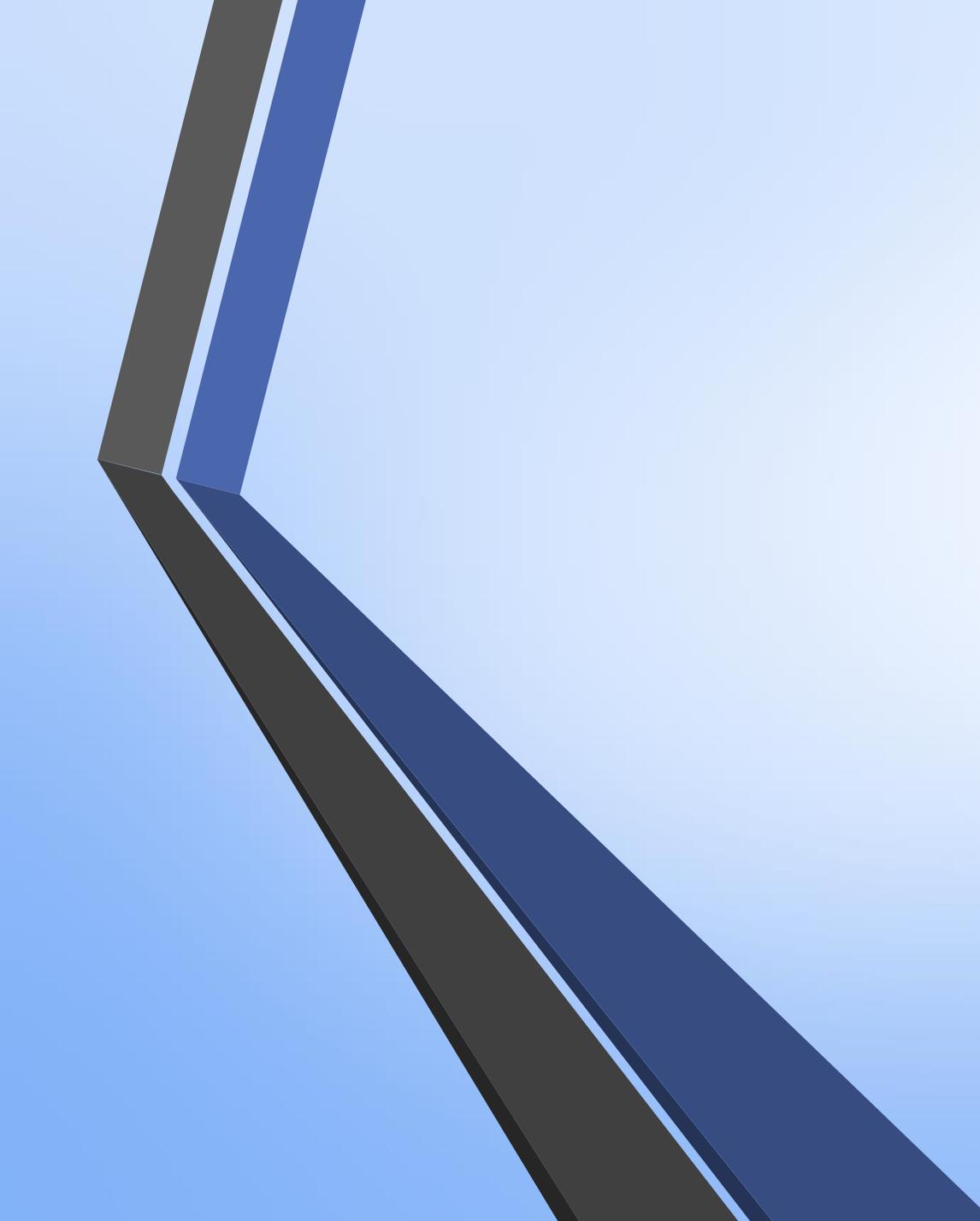
If you propose the budget item be paid through local cash or in-kind contributions, provide the cost in this column. If not, type 0.

Paying for an Item through LSTA and Local Funds

If you will pay for the budget item through both grant funds and cost sharing, provide the proposed amount in each column.

Total Funds

Provide the total cost of the item. This number should equal the total of the LSTA Funds column and the Cost Sharing column.



Budget Categories

Budget Categories

Salaries/Wages/Benefits

Includes all salaries, wages, and fringe benefits paid to staff directly contributing to the project.

Consultant Fees

All expenses related to acquiring the services of a consultant for a specific activity within the project can be included in this category. Costs may include fees, travel accommodation, and support services hired directly by the consultant.

Budget Categories

Travel

Travel costs must be related to the project activities and must be incurred by the staff working on the project. The costs include airfare, ground transportation, accommodations, meals, etc. For airfare, economy class must be used at all times.

Supplies/Materials

Costs for supplies and materials including computing devices (if the acquisition cost per unit is less than \$5,000) purchased specifically for the project. The State procurement policy must be followed.

Budget Categories

Equipment

Equipment is tangible personal property (including technology systems) having a useful life of more than one year and per-unit acquisition cost which equals or exceeds \$5,000 (2 CFR 200.33). The State procurement policy must be followed.

Services

Services are the costs of project activities to be undertaken by a third-party contractor or vendor, including a formal partner.

Other (Indirect Cost)

Indirect costs are expenses incurred that cannot be credited to an individual project but are necessary for general operation.

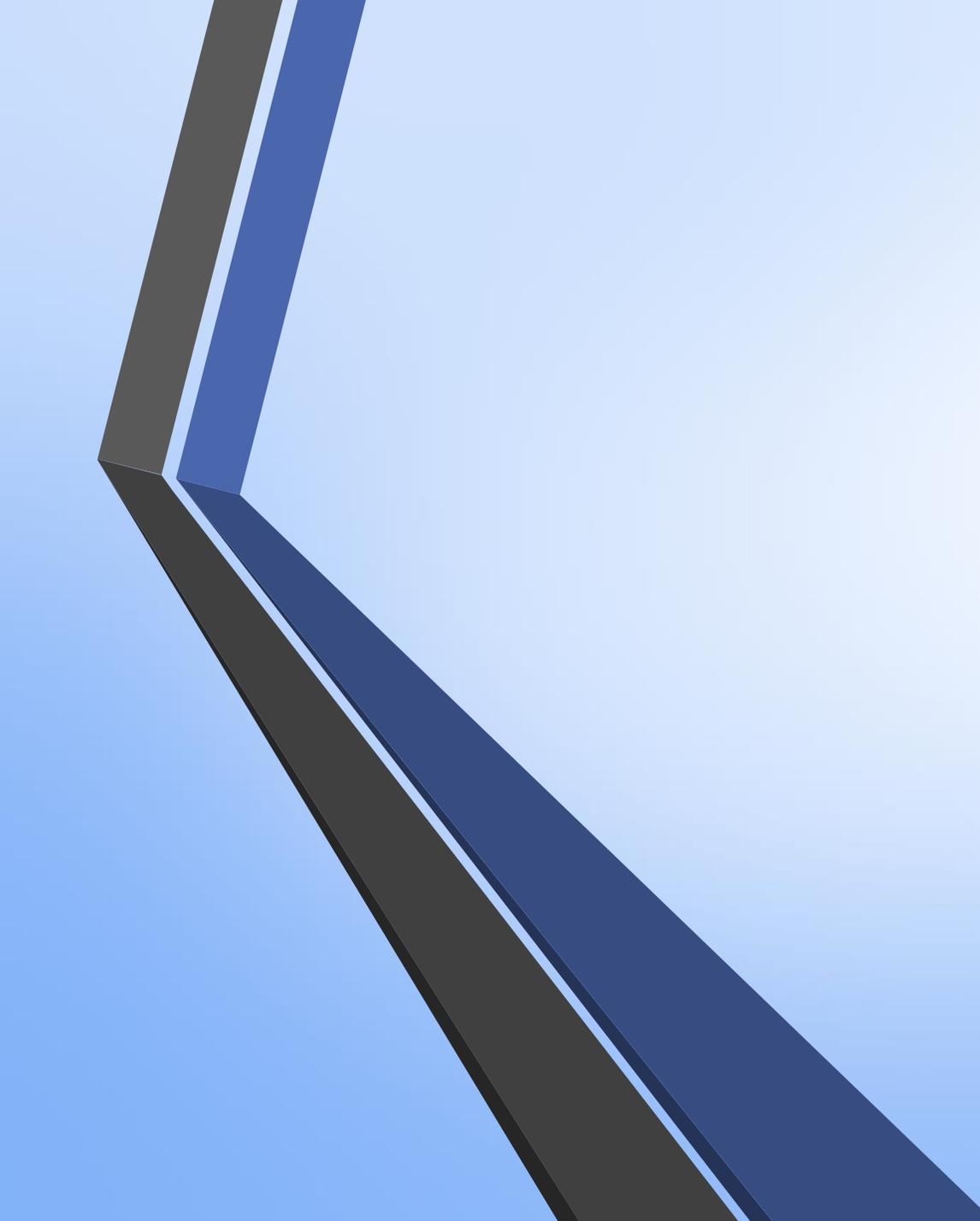
Examples: *utilities, rent, IT support, and administration expenses*



Working with the Form

Working with the Form

- ❖ **Round** all amounts to the nearest whole dollar.
- ❖ Enter text in the **unshaded rows** below each budget category.
- ❖ You are not limited to the space provided. **Cells will expand as you type.**
Your budget may continue on to additional pages.
- ❖ **A row may be added anywhere** by (1) right-clicking on the row above which you wish to insert the new row, (2) selecting *Insert* from the menu that appears and (3) selecting *Entire Row* from the next menu.



Recommendations

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Call or email the KDLA Deputy Commissioner for help at any point in your grant seeking process at beth.milburn@ky.gov or 502-564-8325.

Additional information can be found on our webpage:

<https://kdla.ky.gov/librarians/funding/Pages/FederalGrants.aspx>