

DHP Grant Project Budget Worksheet - Code 16

Institution Name:	
Project Title:	

Salaries for Support Staff: Code 16

Table (transfer data in this table to NYSED Proposed Budget Form FS-10):

Specific Position Titles	Full Time Equivalent Weeks	Rate of Pay/Week	Proposed Expenditure
Total Expenditure			\$

Narrative:

DHP Grant Project Budget Instructions - Code 16

Salaries for Support Staff: Code 16

Instructions

Table

Provide the position title, number of hours, hourly rate of pay, and total project salary for each *support* staff person you propose to pay with grant funds. Use only whole dollar amounts.

Narrative

Explain how these positions will directly support project activities and outcomes. Clearly explain and justify the individual(s) role in and time spent on the project.

Eligible Expenditures (Code 16)

Grant funds may be used to hire new support staff to carry out project-related activities.

Grant funds may also be used to pay an existing staff person to carry out project-related activities if the hours spent on this work are above and beyond his/her normal work hours.

If you are proposing to use DHP funds to pay existing staff to carry out project-related activities during their normal work hours, you must use your organization's own funds to hire a substitute to take over that staff person's responsibilities. Paying this substitute may not be claimed as part of your Cost Share.

If you choose this option, you must attach a letter to your application which justifies the need for such action, and explains how the substitute will take over the staff person's responsibilities and how they will be paid using non-grant funds.

For any position that will be supported in whole or in part by grant funds, applicants must attach a job description.

A chart for use in estimating processing rates for **Arrangement & Description** projects can be found on page 33 of the Grant Guidelines.

Ineligible Expenditures (Code 15)

Per diem or contract workers should not be included on this form. Use Code 40 Form instead.

DHP funds cannot be used to replace funds you are already paying to an existing staff person.

DHP does not fund routine business activities of the organization.

No one may be paid to write grant applications with grant funds.

DHP does not fund expenses associated with activities un-related to the project.