

NEHA-FDA Retail Flexible Funding Model Grant Program

Example Budget Worksheet and Budget Justification Training Optional Add-On Grant Only

Below is a multi-page screenshot from the NEHA-FDA Program Portal, showing an example Budget Worksheet and Budget Justification for a 1-year *Training*

Training Optional Add-On Grant Budget Worksheet(s) and Justification(s)

Please complete a separate detailed Budget Worksheet for each Training Course, Workshop, Conference, and / or Activity that is part of your application, so that each event can be tracked and reimbursed separately as needed, throughout the project

Budget Snapshot

Training,	[Redacted]	[Redacted]
Workshops,	[Redacted]	[Redacted]
Conferences Budget	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]		
[Redacted]		
[Redacted]		

Budget Justification

*Please add sufficient detail to fully explain all of the costs, and all cost assumptions, on each of your Budget Worksheets. **Personnel costs are not permissible for Training Optional Add-On Grants.***

Enter text here, up to 5,000 characters (including spaces)

EXAMPLE:

For our Training, Workshops, Conferences Budget Worksheet, we are requesting the following funding:

1) We plan to send one person (Sam Smith, or Retail Program Standards Coordinator) to the Virtual SA VA Workshop, which has a projected Registration Fee of \$100.

2) Sam smith will also attend the FDA N3 (istr2)-3 (t)6 l n B(a)-3 (tt)-3 (e)6 (n)-3 (d)-3 (t)6 (h)-3 (e)-3 (

For our Virtual Training Equipment Budget Worksheet, we are requesting the following funding:

\$1,200 for a computer, external camera, and external microphone, to be share by our 10 Retail Food Inspections for the significantly increased amount of Virtual Training being utilized, for meeting and maintaining Standard 2.

Total Costs for our Virtual Training Equipment Budget Worksheet request =
\$1,200 in Direct Costs (outlined above) + Indirect Costs (10% De Minimis Rate) of \$133
= \$1,333

Total Request from all three Budget Worksheets: $\$2,633 + 3,333 + \$1,333 = \$7,299$

Requested Amount

*Please enter the total requested amount for your application, which should match the total for all Budget Worksheets added. **Maximum Requested Amount is \$7,500 for Training Optional Add-On Grants.***



Amount Requested: \$7,299.00