STARTALK 2015
Instructions for Developing Your Budget
IMPORTANT:
You must have a CAGE code to submit your proposal. If your institution does not have one, apply for one immediately so that you receive your code in time to submit your proposal before the deadline. You can apply for a CAGE code at http://www.sam.gov.

When creating your program budget, all costs must be reasonable and allowable. Before developing a program budget, applicants should review the budget guidelines and glossary to determine any restrictions on the types of costs that may appear in the budget. All proposed expenses must be documented, and, if your application is recommended for an award, those documents must be submitted to STARTALK. Obtain quotes for all anticipated purchases, such as personnel, benefits, supplies, and materials, and for all services, such as meal catering, lodging, and facility rental. For employee and consultant projections, you must submit the calculation used to arrive at a budget figure. For further information and samples of the documentation required, please visit https://startalk.umd.edu/proposals/BudgetSamples.pdf.

The purpose of the budget is to present and justify all expenses required to achieve your program objectives. The budget and justification should cover personnel, consultants, equipment, supplies, travel, and any other program expenses. Please review the sections below for a detailed description of each section of the budget. Additionally, STARTALK Central has provided sample budgets for you to use in creating your budget. A sample budget can be found at http://startalk.umd.edu/proposals/BudgetSamples.pdf.

Your STARTALK budgets will be subject to rigorous scrutiny and may be subject to audit. Therefore, we strongly recommend that you be thorough in the development of your budget and take the steps below:

• Be explicit in the calculation of each budget item and describe how the amount was determined
• Obtain written quotes for those items applicable and keep the quotes as supporting documentation
• Keep all financial documentation for audit purposes

Please note that each budget category is classified as either mandatory or optional.

• Mandatory: Sections that need to be filled out with the categories that suit your program’s characteristics. An explanation of each item is required; leaving the explanation blank may cause your budget to be rejected.
• Optional: Sections that may not be applicable; if they are not applicable, then they may be left blank.
Updates for 2015:

You must retain support documentation for personnel (salary) expenses.

Applicants applying for 2015 programs will be required to retain support documentation for all items entered under payroll employees and benefits on their budgets in addition to support documentation for all other proposed expenses. If you are awarded a grant, you must submit these documents before receiving funding. This is a new requirement. In the past, support documentation was not required for any items listed under payroll employees and benefits.

All programs should plan for higher than average airfare to the spring conference.

The spring 2015 conference will be held May 8–9. The federal sponsor, the NSA, anticipates that grants will be awarded in April. Therefore, it is possible that you would have to purchase tickets at the last minute, at which point, airfare may be more expensive than average. In your proposed budget, be sure to add additional funds to the cost of airfare to the spring conference location to accommodate this possibility.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Example/Budget Line (nonexhaustive)</th>
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</table>
| Payroll employees (mandatory) | Lists all employees working with your program who will be on payroll during the dates of the program. Show how you calculated the salary or rate for each employee. Provide brief descriptions of duties for all positions listed in the budget. The program director and lead instructor must be mentioned by name. If possible, you may refer to other employees by name. However, it is acceptable to list an employee as to be determined. *Salary costs for clerical, administrative, or accounting staff working for the program and for other areas of the institution simultaneously should be prorated and included in the indirect cost category. | • Program director  
• Lead instructor  
• Instructor(s)  
• Teaching assistants  
• Clerical staff*  
• Other employees** |
**Please note that substitute teachers are only allowed during core program hours; the reason for hiring the substitute teacher(s) should be described in the explanation column.**

<table>
<thead>
<tr>
<th>Benefits (optional)</th>
<th>In this area, you may include payroll employee benefits. Please list out all benefits and include the benefit rates. If you have a question about benefits, contact your institution.</th>
</tr>
</thead>
</table>
| **Contracted staff/consultants without benefits (optional)** | Include any contracted staff who will work for your program and will not be on your institution’s payroll during the dates of the program. 
No benefits may be charged to the grant for contracted employees or consultants. 
*In the case of videographers or photographers, if the amount exceeds $2,500, the program must provide a detailed breakdown of the expenses, a description of the final product, the purpose of the product, and how it will impact the program. **If you are sharing your nurses/janitors/security guards with other programs at your institution, their costs should be prorated and included in the indirect cost category. |
| **STARTALK conference travel (mandatory)** | Include your estimated travel expenses pertaining to the STARTALK spring and fall conferences in this category. Attendance is mandatory for the program director and lead instructor. 
Spring Conference: Denver Marriott City Center,$163/night plus 14.75% local tax 
Fall Conference: Rosen Plaza Hotel, Orlando, FL, $115/night plus 13.5% local tax (or prevailing 2015 per diem) 
Special note for new programs, new program directors, and new instructional leads: If you are a new STARTALK program, you must include sufficient allocation in your travel budget for your program’s new program director and new instructional lead to attend a one day new-program orientation the day before the spring conference. If you are a veteran program with a new program director and/or new |

- Health insurance
- Life insurance
- Cultural activity leaders
- Guest speakers
- Photographers/video graphers*
- Video editors
- Music or dance instructors
- Student mentors
- Other contracted staff**

- Attendance of spring conference
- Attendance of fall conference
Instructional lead, then you must include sufficient allocation in your travel budget for your program’s new program director and/or new instructional lead to attend a one day new-program orientation the day before the spring conference.

The spring 2015 conference will be held May 8–9. The federal sponsor, the NSA, anticipates that grants will be awarded in April. Therefore, it is possible that you would have to purchase tickets at the last minute, at which point, airfare may be more expensive than average. In your proposed budget, be sure to add additional funds to the cost of airfare to the spring conference location to accommodate this possibility.

Cost estimates for the conferences may include flights, hotel, and meals.

<table>
<thead>
<tr>
<th>All other travel (optional)</th>
<th>Detail all travel expenses other than program staff travel to the STARTALK conferences in this category. Please include the destination, number of people traveling, and how the travel is related to your program.</th>
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<tbody>
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<td>Travel calculations should be based on government per diem rates and include airfare, room costs, and per diem cost for meals. Government per diem rates can be found at the following sites:</td>
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<td>For lodging per diem rates, see <a href="http://www.gsa.gov/portal/category/21287">http://www.gsa.gov/portal/category/21287</a>.</td>
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<td></td>
<td>For meal and incidental per diem rates, see <a href="http://www.gsa.gov/portal/content/101518">http://www.gsa.gov/portal/content/101518</a>.</td>
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<td>* Field trips are allowed during the instructional day. Food can only be provided for program participants and only during instructional hours.</td>
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<td>** Travel allowance for local commuting is permitted. Travel reimbursements/allowances offsetting airfare/rail for travel to a program site are only permitted for teacher programs.</td>
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<td>In this category, you may list any meals and hotel or other lodging expenses other than expenses directly related to travel to a STARTALK conference that may have incurred during the program. Do not include any expenses related to</td>
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<tr>
<td></td>
<td>• Field trips*</td>
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<td></td>
<td>• Metro cards</td>
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<td></td>
<td>• Consultant travel</td>
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<td></td>
<td>• Vehicle rental for field trips</td>
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<td></td>
<td>• parking</td>
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<tr>
<td></td>
<td>• Travel Allowance/reimbursement**</td>
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<tr>
<td>Meals and lodging (optional)</td>
<td>• Housing for visiting professors</td>
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<td></td>
<td>• Hotel for guest speaker</td>
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</table>
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<tr>
<th>Facilities (optional)</th>
<th>In this category, you may list costs related to the rental of space for program-related purposes during the program.</th>
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</table>
| Tuition and fees (optional) | Use this section to detail the tuition costs or mandatory fees that the grant will cover for participants. Tuition is a sum of money charged for instruction by a school, college, or university.  
Fees are charges that schools, colleges, or universities sometimes require.  
A detailed explanation is required to demonstrate that costs are not duplicated elsewhere in the budget.  
Special note: Deposits or fees collected from participants intended to hold a seat or save a spot in the program and guarantee student attendance and/or program completion are not allowed. Additionally, a fee cannot be charged to participants for the purpose of expanding your program. Your program must stay within the constraints of your grant dollars. If you wish to expand your program over and above what the grant funds, you must find an additional funding source. |
| Supplies: classroom (mandatory) | Use this section to detail the cost of any supplies or teaching materials that may be used in the classroom by the instructor. Please provide detailed information on the price and quantity of each item to be purchased. |
| Supplies: office/administrative (optional) | In this category include all supplies regularly used to support the program. Please provide detailed information on the price and quantity of each item to be purchased. |

The STARTALK conferences in this category.

* Field trips are only allowed during the instructional day. Food can only be provided for program participants and only during instructional hours.
** The grant cannot cover meals during noninstructional activities, which includes graduation ceremonies.

- Snack for field trips*
- Meals**
- Building rental
- Classroom rental
- Scholarships
- Tuition
- Continuing credits application
- Mandatory university charges
- Administrative processing
- Field trips
- Evening and weekend activities
- Textbooks
- Workbooks
- Software/educational technology and licenses
- Games
- Art supplies
- Classroom posters
- Realia
- Postage
- Paper
- Post-Its
- Binders
- Printer Ink
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies: miscellaneous (optional)</td>
<td>Include any other supplies that will be purchased by the program that do not fit into any of the other supply categories. The expenses included in this category need to be detailed. Please avoid usage of general terminology such as other.</td>
<td>• Toner • Participant T-shirts • Graduation certificates • Promotional items*</td>
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<td>Equipment (optional)</td>
<td>Detail all proposed equipment purchases. Equipment is defined as an item of property that is electronic and has an expected service life of more than one year. The purchase of furniture is not allowed. Please provide an explanation in the worksheet notes and the proposal about how the equipment supports the program and the impact that not allowing the purchase may have on the program. *All equipment purchases must remain the property of the program. Participants are not allowed to keep equipment, such as iPads or iPhones, after the program has ended.</td>
<td>• Printers • Copy machines • Computers • iPods/iPads* • Camcorders • Smart boards • Clickers</td>
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<tr>
<td>Third-party services (optional)</td>
<td>In this area, include program-related costs for services provided by a third-party contractor or vendor.</td>
<td>• Seasonal internet or software usage • Printing services • Long-distance telephone calls</td>
</tr>
<tr>
<td>Additional project expenses (optional)</td>
<td>In this area, include any proposed expenses of the program that do not fit into any of the other defined categories.</td>
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<tr>
<td>Indirect costs (optional)</td>
<td>Indirect costs are actual costs incurred to conduct the normal business of an organization that is not readily identified with, or directly charged to, a specific project or activity. These are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect costs are the costs of operating and maintaining facilities, local telephone service, and accounting services. Your organization may have a federally negotiated rate. Check with your organization for</td>
<td>• Clerical staff* • Nurse/janitorial staff/security guards** • Insurance** • Rent for kitchen space • Nurse • Janitor • Security guard</td>
</tr>
</tbody>
</table>
more information.

If your organization does not have a federally negotiated rate, please provide a detailed breakdown of each expense incurred as an indirect cost.

*In the case of clerical staff, nurses, janitors, or security guards working simultaneously for the program and for other areas of the institution, a pro-rated salary calculation should be included, and the employees should be included in the indirect cost category instead of in the employee category.

** Insurance refers to additional coverage purchased specifically for the duration of the program.

** Please note that the following costs are not allowed and should not be included in proposals:**

- Immigration fees including VISA paperwork, fingerprinting, background checks, etc.
- Gift cards
- Proposal writing and/or grant writing expenses
- Any other professional development conferences that are not STARTALK’s spring or fall conference
- Deposits or fees intended to hold a seat or “save a spot” in the program and guarantee student’s attendance and/or program completion
- Substitute teachers outside of core program hours (e.g., to cover absences during STARTALK conferences)
- Food for ceremonies
- Evening activities outside of normal instructional hours that include meals/entertainment
- Furniture purchases of any kind
- More than two program promotional items per participant
- Gifted iPods/iPads intended for students to keep after the program has ended
- Accounting services as direct costs
- Travel allowances for student program participants except for daily local commuting
- Program evaluation fees
Budget Support Documentation Guidance


Below is a step-by-step explanation of the process you will need to follow to submit your support documents and instructions on what you need to collect.

Budget Support Guidance

As you create your budget, collect quotes for each budget line item.

1. Examine your budget and verify that you have quotes for all of the proposed expenses.
2. Combine the quotes into one PDF document.
3. Create a table of contents. (The table of contents should reference each line item from your budget and the page on which the support document for that line item is included. The order of the compiled quotes should follow precisely the order of the items detailed in the budget line by line.)
4. Add the table of contents as the first page of the budget support PDF.

Save this document. STARTALK will request this document if your application is recommended for an award.

Questions:

*Which budget line items require support documentation?*

Support documentation is required for all budget line items except items that appear under

- per diem hotel and food amounts for travel to the STARTALK spring and fall conferences and
- indirect costs.

*What counts as a support document?*

Support documents may include the following:

1. E-mails stating contracting prices for consultants that detail the hourly/daily rate and contain a description of the services rendered
2. Screen shots of “shopping carts” from vendor websites for supplies
3. Contracts, receipts, quotes, and other documents from previous years
4. Screen shots of airfare or train fare from online travel vendors
5. Quotes from vendors with vendor information, service descriptions, and prices or rates.
6. Google Maps or MapQuest directions showing mileage for mileage charges
7. Screen shots from university bursar websites for tuition and fees

Do the budget support documents have to match each budget line item exactly to the penny?

No. Budget support documents must be reasonably close to the amount proposed in your budget.