

New Jersey Court Improvement Grant

Proposal From: New Jersey Coalition for Children

Proposed Grant Activity: Two Training Events on the Topics of ...

Original receipts must be submitted when requesting reimbursement.

A. CONSULTANTS/CONTRACTS: For 'Consultant' fees, enter the name (if known) and service to be provided, anticipated hourly or daily fee and estimated time on the project (ie. half day, 2 full days, etc.) List all expenses to be paid from the grant to the individual consultants in addition to their fees (ie. travel, meals, lodging).

Note: The budget cannot exceed the New Jersey Judiciary Regulations and you should include that language in this section on the form. Mileage is currently .31 per mile, the federal per diem rate applies for hotel stays, and the meal per diem for consultants coming from outside New Jersey, is currently \$8 for breakfast, \$12 for lunch and \$20 for dinner (when not provided at the event). When traveling to New Jersey, only dinner is reimbursable and when traveling from New Jersey, only breakfast is reimbursable.

For 'Contracts', provide a description of the product or service to be procured by contract and an estimate of the cost.

NAME OF CONSULTANT	SERVICE PROVIDED	Methodology	Budget Request
1 Speakers at Central NJ conference event		\$800 per day x 2 speakers	\$1,600.00
2 Travel costs/per diem for speakers		Airfare: \$75 x 2 speakers	\$950.00
3		Taxi: \$50	\$50.00
4		Hotel: \$139.00 x 2 speakers x 1 night each	\$278.00
5		Meals: \$20 x 2 speakers	\$40.00

TOTAL CONSULTANT/CONTRACT \$2,918.00

B. FACILITY: Itemize the cost for the facility, audio-visual equipment, taxes and meals related to the training. All beverages and a working lunch or dinner would require the permission of the Acting Director of the AOC after the grant is approved. A working lunch or dinner would require the permission of the Acting Director of the AOC after the grant is approved and typically, if approved, consists of a box lunch or dinner or a simple buffet. Currently, if approved, you will be allowed \$3/person for AM beverages, \$3/person for PM beverages and a cold boxed meal for lunch or dinner not to exceed \$10/person. If a cold boxed lunch is not available then the least costly meal option should be chosen. Per person costs as well as total costs must be included in the request to the Acting Director of the AOC.

ITEM	UNIT COST	COMPUTATION	Budget Request
1 Training Conference in Central NJ - Full day training (inclusive package includes facility, breakfast, lunch, audio)	\$65 per person	250 attendees	\$ 16,250.00
			\$ -
			\$ -
			\$ -

TOTAL FACILITY \$ 16,250.00

C. TRAVEL: Itemize travel expenses of project personnel by purpose (ie..staff to training, field interviews, advisory group meetings, etc). Show the basis of computation, including hotel, airfare and meal allowance. Identify the location of travel, if known. Indicate source of travel policies applied.

PURPOSE OF TRAVEL	General Location	ITEM	COMPUTATION	Budget Request
1 John Doe's Travel to/from planning/meetings/conference	Various	300	.31 per mile (Judiciary rate)	\$ 93.00
			0.31	\$ -
			0.31	\$ -
			0.31	\$ -
			0.31	\$ -

TOTAL TRAVEL \$ 93.00

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D. EQUIPMENT: List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in 'Supply' or 'Other' category. Rented or leased equipment costs should be listed in the 'Contractual' category. Explain how the equipment is necessary for the success of the project.

ITEM	COMPUTATION	Budget Request
1		
2		
3		
4		
5		

TOTAL EQUIPMENT \$ -

E. SUPPLIES: List items by type (ie. office supplies, postage, training materials, copying, books, etc) and show the basis for the computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

SUPPLY ITEMS	UNIT COST	COMPUTATION	Budget Request
1 Brochures -print approximately 2,000	\$0.06	2000	\$ 120.00
2 Training materials, supplies - approx. \$8 per attendee	\$8.00	325	\$ 2,600.00
3			\$ -
4			\$ -
5			\$ -

TOTAL SUPPLIES \$ 2,720.00

F. OTHER: List items (ie. rent, telephone, security services, etc) by major type and basis of computation.

DESCRIPTION	Methodology	Budget Request
1		
2		
3		
4		
5		

TOTAL OTHER \$ -

NOTE: Categories G. Personnel and H. Fringe Benefites are rarely applicable. Please contact the Court Improvement Program Coordinator if you believe it is applicable to your grant activity. Please also contact FamilyCIPGrants.Mailbox@judiciary.state.nj.us regarding the current fringe rate.

G. PERSONNEL: List each position by title and name of employee, if applicable. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid to employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

NAME and/or POSITION on Project	Annual SALARY	Anticipated % OF TIME to be spent on project	Budget Request
1			\$ -
2			\$ -
3			\$ -
4			\$ -
5			\$ -

TOTAL PERSONNEL \$ -

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H. FRINGE BENEFITS: If applicable, fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (G) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workers Compensation and Unemployment Compensation. The NJ Judiciary applicable fringe rate shall apply. Please contact FamilyCIPGrants.Mailbox@judiciary.state.nj.us regarding the current fringe rate.

NAME and/or POSITION on Project	Salary spent on Grant Project	Applicable FRINGE RATE	Budget Request
1	-		\$ -
2	-		\$ -
3	-		\$ -
4	-		\$ -
5	-		\$ -

TOTAL FRINGE BENEFITS	\$ -
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BUDGET SUMMARY	
Budget amounts will automatically fill.	
CATEGORY	Budget Request
A. Consultant/Contracts	\$ 2,918
B. Facilities	\$ 16,250
C. Travel	\$ 93
D. Equipment	\$ -
E. Supplies	\$ 2,720
F. Other	\$ -
G. Personnel	\$ -
H. Fringe Benefits	\$ -
Total Project Costs	\$ 21,981

