

## NEHA-FDA Retail Flexible Funding Model Grant Program

### Training Optional Add-On Grant - CY 2024 Application Template

Below is a multi-page screenshot from the NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program Portal, showing the application template for the grant type specified above. The screen-shot includes images of all required input fields, including maximum character counts for each text box.

### 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 year. Additionally:*

- The total of all Budget Worksheets added cannot exceed \$7,500.
- Personnel costs are not permissible through Training Optional Add-On Grants, including funding for staff time to attend web-based courses.

#### Budget Worksheet



Budget Period	Budget	Actual	
PFP Workshop: 3/4/2024 to 3/9/2024	3,470	0	
SAVAW : 8/5/2024 to 8/9/2024	3,470	0	
Total	6,940	0	

## Budget Snapshot

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	PFP Workshop		SAVAW	
	3/4/2024 to 3/9/2024		8/5/2024 to 8/9/2024	
	Budget	Actual	Budget	Actual
Course / Registration Fees (If Applicable)	500		500	
Airport Parking	64		64	
Baggage Fees				
Airport Mileage (To/From)	50		50	
Airfare	1,000		1,000	
Hotels/Lodging	1,000		1,000	
Car Rentals				
Mileage / Personal Vehicle				
Local Transport (Taxi, Rideshare, Subway, etc.)	150		150	
Per Diem	356		356	
Meeting Room Costs				
Virtual Training Equipment				
Indirect Costs	350		350	
Custom: 1				
Custom: 2				
Custom: 3				
Custom: 4				
Custom: 5				
<b>Total</b>	<b>3,470</b>	<b>0</b>	<b>3,470</b>	<b>0</b>

## 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.**

### Budget Justification:

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

#### EXAMPLE:

We would like to send one EHS employee to a SAVA Workshop and one employee to a PFP Workshop. Our costs are estimated below:

#### SAVA Workshop:

SAVA Workshop, estimated costs:

Registration Fee: \$500

Airport Parking: \$64 (\$16/day x 4 days)

Airport Mileage (to/from): \$50 (at GSA mileage rate)

Airfare: \$1,000 (based on current pricing)

Hotels/Lodging: \$1000

Local Transport: \$150

Per Diem: \$356 (approximately to include incidentals, 2 full days at \$78/day and 2 partial days at \$58.50/day)

Indirect Costs: \$350 (at the allowable 10% de minimus rate)

#### PFP Workshop (estimated costs):

Registration Fee: \$500

Airport Parking: \$64 (\$16/day x 4 days)

Airport Mileage (to/from): \$50 (at GSA mileage rate)

Airfare: \$1,000 (based on current pricing)

Hotels/Lodging: \$1000

Local Transport: \$150

Per Diem: \$356 (approximately to include incidentals, 2 full days at \$78/day and 2 partial days at \$58.50/day)

Indirect Costs: \$350 (at the allowable 10% de minimus rate)

**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:****\$7,500.00**