

## NEHA-FDA Retail Flexible Funding Model Grant Program

### *Example Budget Worksheet and Budget Justification – Track 1 Training Optional Add-On*

Below is a multi-page screenshot from the NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program Portal, showing an example Budget Worksheet and Budget Justification for a 1-year Track 1 Training Optional Add-On. The screenshots include images of all required input fields, including maximum character counts for each text box.

Note that this example should only be used in preparation for the Training Optional Add-On for Track 1 Grants. Applicants for Track 1 Grants may only use the Training Optional Add-On to attend the Self-Assessment and Verification Audit (SAVA) Workshop.

Additionally, each Grant type has specific instructions in the Budget Worksheet(s) and Justification(s) section of the application, regarding number of Budget Worksheets required (depending on the specific Outcomes you have chosen for the grant), and the number of Budget Justification fields utilized. Please refer to each application for specific instructions.

## Budget Worksheet(s) and Justification(s)

**Track 1 Development Base Grant applicants only need to submit a Budget Worksheet if requesting funds for the Training Optional Add-On for in-person FDA Self-Assessment and Verification Workshop attendance. One or more Budget Worksheets should be added to itemize estimated training expenses for each person planning to attend an in-person workshop.**

### Training Optional Add-On Budget Worksheet(s)



| Budget Period                             | Budget | Actual |  |
|---|--------|--------|--|
| SAVAW - New Orleans: 8/4/2024 to 8/8/2024 | 3,750  | 0      |  |
| SAVAW - Norfolk : 10/6/2024 to 10/10/2024 | 3,750  | 0      |  |
| Total                                     | 7,500  | 0      |  |

**Name:** SAVAW - Norfolk  
**Start Date:** 10/6/2024  
**End Date:** 10/10/2024

| Item  | Budgeted     | Actual   | Variance     |
|---|--------------|----------|--------------|
| Course / Registration Fees (If Applicable)      | 140          |          | 140          |
| Airport Parking                                 | 200          |          | 200          |
| Baggage Fees                                    | 70           |          | 70           |
| Airport Mileage (To/From)                       | 200          |          | 200          |
| Airfare   | 800          |          | 800          |
| Hotels/Lodging                                  | 950          |          | 950          |
| Car Rentals                                     | 380          |          | 380          |
| Mileage / Personal Vehicle                      |              |          | 0            |
| Local Transport (Taxi, Rideshare, Subway, etc.) |              |          | 0            |
| Per Diem  | 210          |          | 210          |
| Meeting Room Costs                              |              |          | 0            |
| Virtual Training Equipment                      |              |          | 0            |
| Indirect Costs                                  | 750          |          | 750          |
| Gas for Rental Car                              | 50           |          | 50           |
|   |              |          | 0            |
|   |              |          | 0            |
|   |              |          | 0            |
|   |              |          | 0            |
| <b>Total</b>                                    | <b>3,750</b> | <b>0</b> | <b>3,750</b> |

**Name:** SAVAW - New Orleans  
**Start Date:** 8/4/2024  
**End Date:** 8/8/2024

| Item  | Budgeted     | Actual   | Variance     |
|---|--------------|----------|--------------|
| Course / Registration Fees (If Applicable)      | 140          |          | 140          |
| Airport Parking                                 | 200          |          | 200          |
| Baggage Fees                                    | 70           |          | 70           |
| Airport Mileage (To/From)                       | 100          |          | 100          |
| Airfare   | 800          |          | 800          |
| Hotels/Lodging                                  | 1140         |          | 1,140        |
| Car Rentals                                     |              |          | 0            |
| Mileage / Personal Vehicle                      |              |          | 0            |
| Local Transport (Taxi, Rideshare, Subway, etc.) | 200          |          | 200          |
| Per Diem  | 350          |          | 350          |
| Meeting Room Costs                              |              |          | 0            |
| Virtual Training Equipment                      |              |          | 0            |
| Indirect Costs                                  | 750          |          | 750          |
|   |              |          | 0            |
|   |              |          | 0            |
|   |              |          | 0            |
|   |              |          | 0            |
|   |              |          | 0            |
| <b>Total</b>                                    | <b>3,750</b> | <b>0</b> | <b>3,750</b> |

**Budget Justification – Training Optional Add-On Request for Funds to attend SA VA Workshop(s)**  
Please add sufficient detail to fully explain all of the costs, and all cost assumptions, for your Training Optional Add-On / SA VA Workshop Budget Worksheet(s).

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

**EXAMPLE:**

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

We plan to send two EHS employees to the SAVA Workshop, one employee will attend the workshop in New Orleans and the other will attend the workshop in Norfolk.

SAVA New Orleans, estimated costs:

Registration Fee: \$140  
Airport Parking: \$200 (\$50/day x 4 days)  
Baggage Fees: \$70 (\$35 per flight)  
Airport Mileage (to/from): \$100 (at GSA mileage rate)  
Airfare: \$800 (based on current pricing)  
Hotels/Lodging: \$1140  
Local Transport: \$200 (estimated)  
Per Diem: \$350 (approximately to include incidentals, 2 full days at \$74/day and 2 partial days at \$55.50/day)  
Indirect Costs: \$750 (at our federally negotiated indirect rate of 20%, indirect cost rate agreement will be provided)

SAVA Norfolk, estimated costs:

Registration Fee: \$140  
Airport Parking: \$200 (\$50/day x 4 days)  
Baggage Fees: \$70 (\$35 per flight)  
Airport Mileage (to/from): \$200 (at GSA mileage rate)  
Airfare: \$800 (based on current pricing)  
Hotels/Lodging: \$950  
Car Rentals: \$380  
Per Diem: \$210 (approximately to include incidentals, 2 full days at \$59/day and 2 partial days at \$44.25/day)  
Indirect Costs: \$750 (at our federally negotiated indirect rate of 20%, indirect cost rate agreement will be provided)  
Gas for Rental Car: \$50

Total request: \$7500

## 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**