

NEHA-FDA Retail Flexible Funding Model Grant Program

Example Budget Worksheet and Budget Justification – Track 2 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 2 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 2 Grants.

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 2 Development Base Grant applicants only need to submit a Budget Worksheet if requesting funds for the **Training Optional Add-On**. One or more Budget Worksheets should be added to itemize estimated training expenses for each training requested.

Budget Worksheets and Justification language are NOT required for the Required Outcome for a Track 2 Base Grant (Work on Standards 1-8), Optional Outcome for a Track 2 Base Grant (Work Toward Meeting Standard 9), or the Mentee Optional Add-On. All of these outcomes are offered as fixed funding awards, based on deliverables met.

Training Optional Add-On Budget Worksheet(s)



Budget Period	Budget	Actual	
SAVA Workshop: 4/3/2024 to 4/6/2024	3,750	0	
FDA NE Regional Seminar: 10/1/2024 to 10/4/2024	3,750	0	
Total	7,500	0	

Budget Snapshot

	SAVA Workshop		FDA NE Regional Seminar	
	4/3/2024 to 4/6/2024		10/1/2024 to 10/4/2024	
	Budget	Actual	Budget	Actual
Course / Registration Fees (If Applicable)	140		650	
Airport Parking	200		150	
Baggage Fees	70		70	
Airport Mileage (To/From)	200		50	
Airfare	800		705	
Hotels/Lodging	950		1,200	
Car Rentals	380			
Mileage / Personal Vehicle				
Local Transport (Taxi, Rideshare, Subway, etc.)			200	
Per Diem	210		350	
Meeting Room Costs				
Virtual Training Equipment				
Indirect Costs	750		375	
Custom: Gas for Rental Car	50			
Custom: 2				
Custom: 3				
Custom: 4				
Custom: 5				
Custom: 1				
Total	3,750	0	3,750	0

Budget Justification – Training Optional Add-On

Please add sufficient detail to fully explain all of the costs, and all cost assumptions, for your Training Optional Add-On 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 one EHS employee to two different trainings: SAVA Workshop and the FDA NE Regional Seminar

SAVA Workshop, 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

FDA NE Regional Seminar, estimated costs:

Registration Fee: \$650
Airport Parking: \$150 (\$30/day x 5 days)
Baggage Fees: \$70 (\$35 per flight)
Airport Mileage (to/from): \$50 (at GSA mileage rate)
Airfare: \$705 (based on current pricing)
Hotels/Lodging: \$1,200
Local Transport: \$200
Per Diem: \$350 (approximately to include incidentals, 3 full days at \$74/day and 2 partial days at \$55.50/day)
Indirect Costs: \$375 (at the allowable de minimus indirect rate of 10%)

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: \$7,500.00