Appendix 5

Budget Instructions for Fixed Amount Grants

These instructions apply only to applicants for Fixed Amount grants, including education award programs (EAPs). Do not use if you are a Professional Corps applicant.

EAP and Fixed Amount grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed Amount applicants are not required to complete a detailed budget or complete the grantee share column. However, you must complete the source of match chart to identify the sources of the additional revenue you need to operate the program If you are applying for a Fixed Amount grant with member living stipends, you must pay at least the minimum living allowance listed in the *Request for Proposals (RFP)* for each type of position you are proposing.

Note: While Fixed Amount and EAP applicants are not required to provide a detailed budget, they must have a plan to cover the expenses of required National Service Criminal History Checks for all AmeriCorps members, $2,000 for program staff to attend an AmeriCorps staff training approved by Serve Wisconsin, and $1.00 per member per month for 12 months for the cost of the OnCorps online reporting system.

Budget Section II. AmeriCorps Member Positions

Identify the number of members you are requesting by category (i.e., full-time, three quarter-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#Mbrs w/o Allow** (without AmeriCorps-funded living allowance.) In the **Allowance Rate** field, enter the average amount of the living allowance for each type of member. Enter zero in the column labeled **#Mbrs w/ Allow**.

Member Positions ❓

Item	# Mbrs w/ Allow	Allowance Rate	# Mbrs w/o Allow	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)	0	$16,502	5	$0	$0	$0
Three Quarter Time (1200 hours)	0	$14,000	7	$0	$0	$0

Leave all other columns blank. See example below:

# of Member Positions	Calculation	MSY
____Full-Time (1700 hours)	(__ members x 1.00000000)	=
____Three-Quarter-Time (1200 hours)	(__ members x 0.70000000)	=
____Half-Time (900 hours)	(__ members x 0.50000000)	=
____Reduced Half-Time (675 hours)	(__ members x 0.38095240)	=
____Quarter-Time (450 hours)	(__ members x 0.26455027)	=
____Minimum-Time (300 hours)	(__ members x 0.21164022)	=
____Abbreviated-Time (100 hours)	(__ members x 0.05627705)	=
	Total MSY	_____

Total # of MSY _____ x cost per MSY amount (see *RFP*) _____ = Total Grant Request $

Type the total amount requested in the "Total Amount" and "AmeriCorps Share" columns. Leave the "Grantee Share" blank. See example below (applies to a Fixed Amount grant with stipends):

Purpose	Calculation	Total Amount	AmeriCorps Share	Grantee Share
Program Grant Request	47.5 MSY X $9,500/MSY	$451,250	$451,250	$0
Subtotal		$451,250	$451,250	$0