

ASAP Budget Form

	General Operational Costs	Humanities Programming	Strategic Planning and Capacity Building	Expansion	Equity Assessments and Planning
A. Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
B. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
C. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
D. Travel	\$ -	\$ -	\$ -	\$ -	\$ -
E. Participant/Trainee Support Costs					
1. Tuition/Fees/Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
2. Stipends	\$ -	\$ -	\$ -	\$ -	\$ -
3. Travel	\$ -	\$ -	\$ -	\$ -	\$ -
4. Subsistence	\$ -	\$ -	\$ -	\$ -	\$ -
5. Other	\$ -	\$ -	\$ -	\$ -	\$ -
F1. Other: Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
F2. Other: Publication Costs	\$ -	\$ -	\$ -	\$ -	\$ -
F3. Other: Consultant Services	\$ -	\$ -	\$ -	\$ -	\$ -
F4. Other: ADP/Computer Services	\$ -	\$ -	\$ -	\$ -	\$ -
F5. Other: Contractual	\$ -	\$ -	\$ -	\$ -	\$ -
F6. Other: Equipment or Facility Rental/User Fees	\$ -	\$ -	\$ -	\$ -	\$ -
F7. Other: Communications	\$ -	\$ -	\$ -	\$ -	\$ -
F8. Other:	\$ -	\$ -	\$ -	\$ -	\$ -
F9. Other:	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
G. Total Direct Costs					\$ -
H. Indirect Costs					\$ -
I. Total Direct and Indirect Costs					\$ -

ASAP Budget Form Instructions

All costs must be reasonable, necessary to accomplish project objectives, allowable in terms of 2 CFR 200 Subpart–E - Cost Principles, auditable, and incurred during the period of performance. All costs are subject to audit, record retention, and other requirements set forth in 2 CFR 200 Subpart F.

A. Personnel

Enter the requested salary and fringe benefits for each employee. Salaries and wages claimed must be in compliance with 2 CFR §§200.413(c)T, .430, and .466.

B. Fringe Benefits

Per 2 CFR §200.431, fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

C. Equipment

Equipment costs are items that exceed \$500 in value. Equipment costs cannot exceed 20% of an organization's total funding request.

D. Travel

In light of the coronavirus pandemic and as a matter of programmatic policy, travel (both foreign and domestic) is not permitted.

D. Participant/Trainee Support Costs

As defined in 2 CFR §200.1, participant support costs are direct costs for expenses such as stipends, travel allowances, subsistence allowances, and registration fees paid to or on behalf of participants (but not employees) in connection with conferences or training projects.

Per 2 CFR §200.432, a conference is defined as a meeting, retreat, seminar, symposium, workshop, or event, the primary purpose of which is the dissemination of technical information beyond the non-federal entity and is necessary and reasonable for successful performance under the federal award.

Justify participant support costs in your budget justification. Arrangements made on a non-refundable basis are at the risk of the recipient or participant if the services must be cancelled for any reason.

1. Tuition/Fees/Health Insurance

Leave this field blank.

2. Stipends

Applicants proposing programs for individuals should enter total funds requested for stipends.

3. Travel

Costs associated with travel are unallowable.

4. Subsistence

Leave this field blank.

5. Other

Describe other participant support costs and enter the total funds requested for the costs described.

F. Other Direct Costs

F1. Materials and Supplies

Enter the total funds requested for materials and supplies costing the lesser of the capitalization level established by the applicant (\$500), regardless of the length of its useful life. See 2 CFR §§200.314 and .453.

In your budget justification, indicate general categories, including an amount for each category (e.g., personal computers). Itemize categories totaling \$100 or more.

F2. Publication Costs

Enter the total funds requested for publication costs, such as public reports disseminating results or best practices of programs. You may request funds for the costs of documenting, preparing, publishing, or otherwise making available to others, the findings and products of the work conducted under the award. Include supporting information in your budget justification.

F3. Consultant Services

Include costs for honoraria for members of an external selection or review committee and detail in your budget justification. Include technical/consultant needs related to a digital transition or in support of preservation and access programs.

Consultant fees must be in compliance with 2 CFR §200.459.

F4. Automated Data Processing (ADP)/Computer Services

Personal computers and peripherals should be included in Materials and Supplies or Equipment. 2 CFR §200.454

F5. Contractual Costs

Contractual costs are occasionally sufficiently high enough to warrant a categorical breakdown of costs. When this is the case, provide detailed information in your budget justification. The Council may request additional information in order to assess reasonableness and allowability.

F6. Equipment or Facility Rental/User Fees

Provide detailed information in your budget justification.

F7. Communications

Such costs include—but are not limited to—dedicated land lines, long-distance telephone calls, express mail, and postage when related directly to the research project. Cellular devices and phone plans are generally treated as indirect costs and will only be considered when justified as necessary costs to a project's scope of work.

F8-10. Other

List items not previously included in other budget categories. “Other” project-specific costs may include promotion, acquisition fees, rights, evaluation and assessment fees, and access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling). Itemize and justify costs in your budget justification. “Miscellaneous” and “contingency” are not acceptable budget categories.

Per 2 CFR §200.438, social and entertainments costs are not allowed. Per 2 CFR §200.423, alcoholic beverages are unallowable.

G. Total Direct Costs

Total direct costs will be automatically calculated.

H. Total Indirect Costs

Organizations without a current, negotiated federal indirect rate are limited to charging no more than 10% of total direct costs.

I. Total Direct and Indirect Costs

Total direct costs will be automatically calculated.