



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
VICTIM JUSTICE AND ASSISTANCE PROGRAM
 STOP and VOCA RECOVERY PROGRAMS
ATTACHMENT D: BUDGET



APPLICANT AGENCY				
PROJECT TITLE				
Budget Item	Federal Funds Requested	Cash/In-Kind Match	Total	Narrative Explanation of Budget Item
A. PERSONNEL: List all positions for which funding is sought, include positions to be used as match. Include the number of hours worked per week, the salary rate, as well as a brief description of the job duties to be performed by each position.				
Position 1				
Position 2				
Position 3				
TOTAL SALARY				
B. MANDATED BENEFITS: Mandated Benefits include FICA, Worker's Compensation and State Unemployment. FICA is calculated at 7.65% of total salary. Worker's Compensation and State Unemployment rates are determined by the respective agencies and unique to each applicant and/or employee. The maximum percentage paid by federal funds for State Unemployment is 3.6% of the first \$10,000 of salary; additional amounts may be used as match.				
FICA @ 7.65% X total salary				
Worker's Compensation for Position 1 @ ___%				
Worker's Compensation for Position 2 @ ___%				
Worker's Compensation for Position 3 @ ___%				
State Unemployment @ ___% of 10,000 X number of positions in excess of \$10,000.				
TOTAL MANDATED BENEFITS				

APPLICATION DEADLINE: MAY 1, 2009 at 4:30 P.M.

Applications received after the 4:30 deadline will not be considered.



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C. EMPLOYER BENEFITS: Include all other benefits offered to employee through group policies held by the applicant (i.e.: health insurance, retirement, etc.). Payments made directly to employees are not an allowable cost (see Application Instructions for an explanation of allowable vs. non-allowable costs).				
Health insurance for position1 @_____per month				
Health insurance for position2 @_____per month				
Health insurance for position 3 @_____per month				
Retirement for position 1 @ ___ % of salary				
Retirement for position 2 @ ___ % of salary				
Retirement for position 3 @ ___ % of salary				
TOTAL EMPLOYER BENEFITS				
D. MAINTENANCE AND OPERATIONS: Include items essential to the effective implementation of activities identified within this proposal (i.e. staff travel, telephone; office rental; office supplies; etc.).				
Item Name				
TOTAL MAINTENANCE AND OPERATIONS				

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E. PROFESSIONAL SERVICES: Include any professional service needed to ensure success of the project (i.e. interpreters, therapist, legal representation, etc.)				
Item Name				
TOTAL PROFESSIONAL/CONTRACT SERVICES				
F. CAPITAL OUTLAY: Large ticket items generally fall within the capital outlay line item (i.e. vehicle; copier; computers, etc.) See Application Instructions for further explanation.				
Item Name				
TOTAL CAPITAL OUTLAY				
G. TOTAL PROJECT BUDGET (Sum of each category A - F)				