Rooted in Relationships
nebraskachildren

BUDGET CHECKLIST

This document provides guidance as to which budget category aligns most appropriately with each budget line item. If you have specific questions please contact your Rooted in Relationships Coordinator. You should also refer to the Budget and Reporting section of the Process Guide on the Rooted in Relationships Website (specifically the Budget Justification document) for more specific information about appropriate expenses for each budget category.

Coordination and Fiscal Management

BUDGET LINE	APPROPRIATE GRANT BUDGET CATEGORY	BUDGET FORM	DETAIL
Coordinator Cost	Wages and/or Contract/Consulting		
Fiscal Management Cost	Wages and/or Contract/Consulting		
Fringe for Coordinator	Benefits and Payroll Taxes		
Fringe for Fiscal Management	Benefits and Payroll Taxes		
Phone/Internet/Rent	Office Operation Expenses		
Meeting Facilitation	Contract/Consulting		
Office Supplies	Supplies		
Administrative Expenses	Administrative Expenses		
Stakeholder Meeting Expenses	Travel and/or Training and Outreach		

Pyramid Model Implementation

BUDGET LINE	APPROPRIATE GRANT BUDGET CATEGORY	BUDGET FORM	DETAIL
Coach and Trainer Time for Trainings · Yr 1: 4 trainings plus ½-day Director Training · Yr 2: 3 trainings · Yr 3: 2 trainings *(contracted with UNL Extension)*	Training and Outreach		
Provider and Director Stipends for Training · Yr 1: 4 trainings plus ½-day Director Training · Yr 2: 3 trainings · Yr 3: 2 trainings	Training and Outreach		
Coaching Costs · Yr 1: 2.5 hrs/month · Yr 2: 1.5 hrs/month · Yr 3: Individualized (6 to 12 hrs/year) *Note: The time above can include prep for coaching but does not include any community coach team meetings.*	Contract/Consulting		

BUDGET LINE	APPROPRIATE GRANT BUDGET CATEGORY	BUDGET FORM	DETAIL
Coaching Stipends to Providers	Contract/Consulting		
Mileage for Coaches	Travel		
Lead Coach Time	Contract/Consulting		
Materials for Training and Provider Collaboration Meetings	Supplies		
Food for Meetingsand Training (BECF Funds Only)	Training and Outreach		
Provider Collaboration Meetings (Coach Time and/or Provider Stipends) - Minimum of 6 per year	Contract/Consulting		
Coach Professional Development ☐ National Training Institute Registration $400/person (Communities must send at least 2 coaches/alternatives) ☐ Coach Reflective Consultation (1 hr/month/coach) ☐ Attend PD offerings such as Coach Booster Sessions	Training and Outreach		
National Training Institute · Meals, Lodging, Airfare (Approx. $1,500 per person)	Travel		
Copies/Postage/Supplies	Supplies		
Provider/Coach Informational Meeting (if expanding)	Training and Outreach		

ECMH Systems Work

Will be variable depending on the system(s) and strategies chosen
Budget should reflect the work outlined in the community work plan

BUDGET LINE	APPROPRIATE GRANT BUDGET CATEGORY	BUDGET FORM	DETAIL
Coordination Costs	Wages and/or Contract/Consulting		
Supplies	Supplies		
Example: Parent Engagement Opportunities	**Training and Outreach		

In-Kind Contributions

Must be 20% of total budget—items below are ideas but not all will be included and there may be others in a community budget that are not listed here.

BUDGET LINE	APPROPRIATE GRANT BUDGET CATEGORY	BUDGET FORM	DETAIL
Stakeholder Group Volunteers · Calculated at current federal volunteer rate	Wages		
Coordinator/Fiscal Management Time	Wages		
Coordinator/Fiscal Management Benefits	Benefits and Payroll Taxes		
Office Space	Office Operations Expenses		
Meeting Space	Training and Outreach		
Equipment Costs (Copier, etc.)	Office Operations Expenses		
IT Support and Equipment	Wages and/or Contracts/Consulting		
Supplementary Grant Funds	--variable depending on funds--		
Program Supplies	Supplies		

Other Considerations (not required, but other communities have found helpful)

BUDGET LINE	APPROPRIATE GRANT BUDGET CATEGORY	BUDGET FORM	DETAIL
Coach Professional Development · Monthly Coach Meeting	Contract/Consulting		
Coaching Costs · Meeting time/coaching time with **Directors** (suggested 1/2hr to 1 hr. per month)	Contract/Consulting		
Coaching Time · Additional Planning/Prep time for coaches	Contract/Consulting		
Year 4 Supports · Please refer to document in Year 4 doc found **HERE** for ideas/suggestions	Contract/Consulting or Training		
Coaching Time for Travel · Travel time for coaches (to reach providers who live in other communities)	Contract/Consulting		
Training Make-Up · Cost to purchase E-Modules from the Pyramid Model Consortium	Training and Outreach		
Completion Bonus	Other Expenses		

Correct NHB/BECF Split (per LOA)? _____yes _____no **Correct form? _____yes _____no**

Correct use of funds for NHB/BECF? _____yes _____no