**Budget Instructions**

**Judiciary Opportunities for Building Success (JOBS) Program**

Each applicant must submit a Program Budget that includes a summary and detail sheets itemizing each budget category. If applicable, the budget must detail and identify the applicant’s matching contribution for each budget category. Applicants must limit their grant-funded spending to the prescribed activities detailed within this application. Grant-funds are to be used primarily for direct-client services; budgets heavy with administrative costs should be re-examined prior to application submission. It is the applicant’s responsibility to provide additional financial and matching contributory support to continue this program. Please follow the instructions below for completing the Application Budget Sheet:

**Application Budget Summary Page**

Ensure that the heading of the Summary Page is complete and accurate. Enter the date, agency name, and contact person’s name at the top of the form.

* Enter the name of the applicant
* Totals will auto-populate based on entries in subsequent budget pages.

**Complete Budget Detail Sheets A-E**.

The subtotals from each Application Budget Sheet will transfer to the Contract Summary Page. Show all entries in whole dollars, **no cents**.

 **Form A - Personnel Salaries**

* List each staff position separately. Indicate each by staff name and position title.
* If a position is currently unfilled, list the position title and indicate “vacant.”
* Enter the Total Salary for each position.
* Show the percent of NJDOL funding requested for each position.
* Show other funding source amounts utilized to fully fund the position if you request less than 100% of your allowable award.
* The total dollar amount of NJDOL funds being requested will be automatically calculated.

**Form B - Personnel Benefits**

* All staff names and positions for which grant funds are requested will be inherited from Budget Detail Form A.
* The requested salary amount for each position will be inherited from Budget Detail Form A.
* Specify the dollar amount required for each position in each appropriate benefit category.
* The “total % of benefits column” will be automatically calculated for each position.
* The total dollar amount for each individual will be automatically calculated.
* The total dollar amount requested for all individuals will be automatically calculated.
* Indicate any other funding source amount for each position.

**Form C – Sum. of A&B: Summary of Salaries and Benefits**

* This entire page will be automatically calculated utilizing Budget Detail Form A and Budget Detail Form B entries.

**Form D - Supplies and Materials**

* Provide a description and rationale for the need of each item.
* Provide the cost per unit and quantity.
* The total amount requested for Supplies and Materials will be automatically calculated.
* Indicate any other funding source amount, if any, being used to purchase the item.

**Form E - Other Items**

* Provide a description of the item and the need for each item.
* Indicate the cost per unit and quantity.
* The total amount requested will be automatically calculated.
* Indicate any other funding source amount.
* You may add approved categories that do not appear on this form.

**Overall Budget Considerations**

**Please remember to:**

* Enter the name of the applicant
* Enter grant request in every field, even if it is $0.
* Enter any amounts that will be contributed to the JOBS Program.
	+ Please note that match contribution amounts are to be used solely to achieve the goals stated in the JOBS NGO.
* Enter a **brief** narrative description of line items below the table*.*

*Example: Salary request is for 50% of the full-time salary.*

* + *Promotional items include brochures and posters.*
	+ *Office supplies include printing and mailing materials.*
	+ *The grantee must cover travel expenses.*

Salaries for split-funded personnel must be pro-rated to reflect the time charged to this grant program accurately. A job description for each position that includes the percentage of time spent on each task, group of tasks, or responsibility must be included with this application for funding.