



**AMERICORPS*VISTA
PROJECT APPLICATION**

**PART V.1
SUPPLEMENTAL BUDGET GUIDANCE
STANDARD PROJECTS**

All AmeriCorps*VISTA projects, regardless of type, must complete the SF424A budget page and attach a written narrative justification for each line item, whether they are Corporation and/or non-Corporation funded. This includes Standard VISTA projects for which no financial resources will be provided. If in-kind contributions are included, please discuss them in the Budget Narrative Justification.

While there is no specific match requirement, applicant organizations should indicate the type and level of resources they will provide to support the project. Examples of resources provided by applicant organizations include personnel costs, equipment, and supplies. Please include these resources whether they are financial contributions or in-kind contributions.

A narrative justification for each line item, whether Corporation and/or non-Corporation funded, must accompany the budget submission.

NOTE: Several line items are estimates (education award, stipend) as they entail a choice for each AmeriCorps*VISTA member. Guidelines are provided in the instructions below for making these estimates.

INSTRUCTIONS FOR PART V.1: STANDARD PROJECT BUDGET

The following are instructions for completing a budget for a Standard VISTA Project in which no financial resources are being requested. The actual budget form may be found on page 4, following these instructions.

Note on Budget Columns:

- **“Non-Federal Funds”**(Column 5) is used for resources (personnel, equipment, etc.) being supplied to the project by the applicant organization. (All non-Corporation resources should be entered into Column 5 even if those resources come from another federal source.)
- **“Member Support”** (Column 6) is used for non-cash resources (member living allowances, etc.) being supplied to the project by the Corporation for National and Community Service

These are the only columns available for a standard VISTA budget. Do not enter information into any of the grey columns.

Instructions

To complete the standard AmeriCorps*VISTA budget, you must complete the line items described below.

For resources being supplied by the Corporation, enter the amount under the **Member Support column (6)**. For resources being contributed by the organization, enter the amount under the **Non-Federal Funds column (5)**.

Required Line Items:

Section 2) VOLUNTEER EXPENSES

a. Personnel Expenses

- **Full – Time Living Allowances**
Use the figure(s) provided by your State Office. *If you are cost-sharing any of your AmeriCorps*VISTA members*, please enter your contribution into the Non-Federal Funds column (see chart* below for breakdown of cost-share expenses).
- **Summer Associates Living Allowances**
Use the figure(s) provided by your State Office.

- **Education Award/**
- **End of Service Stipend**
AmeriCorps*VISTA members choose between an education award and a cash stipend provided after a year of service. The education award is \$4,725 for each AmeriCorps*VISTA member or leader, and is \$1000 for each Summer Associate.

The cash stipend is \$1200 for AmeriCorps*VISTA members and \$2400 for most AmeriCorps*VISTA Leaders.

Nationally 60 percent of members choose the education award; 40 percent choose the cash stipend. Budget plans may reflect that ratio, or your organization’s best estimate.

b. Fringe Benefits

- **Health**
Use \$1600 for each AmeriCorps*VISTA slot requested, excluding Summer Associates.
- **FICA**
FICA is calculated based on 7.65% of the **stipend line** only.

Additional Line Items (not required)

If there are other resources that the organization is providing to support the AmeriCorps*VISTA project (personnel, equipment, etc.) you may enter those dollar equivalents into any of the appropriate line items on the budget form. Those amounts must be entered into the Non-Federal column. No other line items than the ones listed above may be entered under the Member Support column.

***Cost-Share Information**

What You Give...

Your Organization

- **The living allowance** – between \$9,504 and \$10,416 per member (varies depending on cost-of-living adjustments).

What You Get...

AmeriCorps*VISTA

- **\$4,725 education award** or **\$1,200 post-service stipend.**
 - **Health coverage** for all members assigned to your project – approximately \$1,600 per member.
 - **Payroll services:** Members receive their paychecks directly from AmeriCorps*VISTA.
 - **Training** in project management and leadership for members and project supervisor.
 - **Travel costs** associated with training.
 - **Moving allowance** for members relocating to serve.
 - Possible **Liability coverage** for all members, under the Federal Employees Compensation Act and the Federal Torts Claims Act.
 - **Child care** for income-eligible members.
 - **FICA**
 - **Assistance with recruiting members.**
- Estimated total contribution per member:**

\$14,200

PART V.1 – BUDGET - STANDARD

1) VOLUNTEER SUPPORT EXPENSES						
A. GRANTEE PERSONNEL EXPENSES Position Title	(1) Annual Salary	(2) % Time Spent on Project	(3) Total Cost	(4) Federal Funds Requested (cash grant)	(5) Non-Federal Funds Requested	(6) Member Support (non cash)
TOTAL PERSONNEL EXPENSES						
b. FRINGE BENEFITS						
c. (1) GRANTEE STAFF LOCAL TRAVEL						
(2)GRANTEE STAFF LONG DISTANCE TRAVEL						
d. EQUIPMENT						
e. SUPPLIES						
f. CONTRACTUAL SERVICE						
i. OTHER						
Communication						
Printing						
Logistics						
j. INDIRECT COSTS						
TOTAL VOLUNTEER SUPPORT EXPENSES						
2) VOLUNTEER EXPENSES						
a. PERSONNEL EXPENSES						
Full-Time Living Allowances						
Summer Associates Living Allowances						
Education Award						
End of Service Stipend						
b. FRINGE BENEFITS						
Health						
FICA						
c. TRAVEL						
Relocation						
On-Site Travel						
g. OTHER:						
TOTAL VOLUNTEER EXPENSES			\$	\$	\$	\$
TOTAL COST			\$	\$	\$	\$
PERCENTAGES			%	%	%	%