

Producer Grants Budget Checklist

The following are **allowable** budget items as a guide when putting together your budget. Justification of each budget item is required. Explain why each budget item and its cost are needed to conduct your project.

Personnel Labor of Farmer/Rancher

Farmers/ranchers may pay themselves for the work being conducted on a Producer Grant. The labor must be directly related to project activities, such as research and outreach activities. Farmers/ranchers are encouraged to pay themselves a fair wage for their area per the work, time and skills invested in the project. **Do not list non-employee payments in this section. Those fall under Other Direct Costs.**

- ☐ Job Title
- ☐ Salary (FTE; part-time; hourly rate; etc.)
- ☐ Length of time expected to work
- ☐ Description of the work to be conducted

Personnel Labor Farmer/Rancher Support

Farmers/ranchers may pay support staff (employees of their operation) to assist them on the Producer Grant project. Farmers/ranchers are encouraged to pay a fair wage for their area per the work, time and skills invested in the project. **Do not list non-employee payments in this section. Those fall under Other Direct Costs.**

- ☐ Job Title
- ☐ Salary (FTE; part-time; hourly rate; etc.)
- ☐ Length of time expected to work
- ☐ Description of the work to be conducted

Fringe Benefits

Provide the total allowable fringe benefits.

- ☐ Salary X %Rate = Fringe Benefits

Personnel Labor of Cooperators

Though not required, farmers/ranchers may pay cooperators involved in the project. Cooperators are those individuals who may be involved in the project planning, data collection and outreach of results.

- ☐ Job Title
- ☐ Salary (FTE; part-time; hourly rate; etc.)
- ☐ Length of time expected to work
- ☐ Description of the work to be conducted

Materials, Supplies, and Technical Equipment

Materials and supplies and technical equipment are items directly related to the project activities and are needed for carrying out the objectives of the project. **Non-project items, such as office supplies, must be justified as being required for the project per the scope of the work outlined, and can be easily identified to the specific project.**

- ☐ Type/description of each item
- ☐ Cost
- ☐ Demonstrate how item(s) relate to project and are needed for the project

Publication Charges

Commercial printing or field-related publication charges for brochures, program materials, manuals, or other educational resources relating to the project. **Costs incurred for producing grant-required annual and final project reports are not reimbursable expenses.**

- ☐ Type/description of each item
- ☐ Cost
- ☐ Demonstrate how item(s) relate to project and are needed for the project




Outreach

Expenses related to the project's outreach plan and outreach activities. This can include the costs of holding an event, such as a field day or workshop; snacks and refreshments, educational resources; and marketing and advertisement.

Allowable items include:







- Event facilities/Planning Spaces (such as community center, hotel meeting room, tents for educational programming)
- Technical equipment (such as audio/visual technologies)
- Materials and supplies needed for the event
- Marketing and advertisement; communications
- Travel for speakers and presenters only.
- Snacks refreshments (**Full meals including lunches and dinners, as well as breakfasts of any kind are not allowed**).

Justification for snacks and refreshments include the support of the continuity of the event; or the event is being held at a remote location and food is not easily accessible. **UGA employee participants cannot be included.**

-  Type/description of each item
-  Cost, including an itemization for each item
-  Demonstrate how the item(s) relate to the project and are needed for the project

Travel

Travel expenses can be associated with the project needed for the farmer/rancher to conduct the research. For example, farmers may claim mileage to and from their farm to research plots. Travel can also be associated with the project outreach plan, such as travel, lodging and registration associated with presenting project results at a training or workshop.

-  Origin/Destination
-  Mileage per federal per diem rates
-  Airfare
-  Lodging (include cost per person per night)
-  Meals per federal per diem rate
-  Description of how the travel relates to project/outreach and why it's needed

Other Direct Costs

Direct project charges not include in other categories. Other direct costs can include:

- **Honorariums:** Provide recipient information (if known) or number expected, reason for need, and fee associated with the honorarium.
- **Fee for Services:** A fee for services is the cost of professional services by nonemployees of the lead institution/organization required for a project that is beyond the scope of the work the grant recipient can perform or provide. Fee for services covers work that is needed for the project, but the professional performing the work or skill is not actually working on the project.

Examples of fee for services include: Lab/data analysis, survey development, graphic design, videography/photography, transcription.

When listing fee for services in the budget narrative:

- Determine the cost of the service (per hour, flat rate, etc.);
- Provide the nature and scope of the service in relation to the project;
- Provide the qualifications of the individual/group rendering the service;
- Provide the fees charged by the individual/group for the service to be performed.

A fee for service is not the same as a consultation.

- **Consultants:** Persons or Entities who provide advice for the project. Provide the name and organization of the consultant, a statement of work, and funds being charged to the project. Also provide a copy of the resume/vita.
- **Service Maintenance:** Maintenance contracts in direct correlation to use of equipment for the project (e.g. 50% use of equip for project, 50% of svc contract applied to budget costs).
- **Photocopying:** In-house copying (not commercial printing) for materials associated to the project.
- **Communications:** Mailings, postal faxes, telephone. They must be justified as relating to the project.

 Type/description of each item

 Cost

 Demonstrate how item(s) relate to project and are needed for the project

Federal Per Diem Rates Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Questions about your budget? Contact: Denise Quick at denise.quick@uga.edu or call (770) 229-3420

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