



## Budget FAQ

### What are the budget categories and what is included in each?

The following budget categories and definitions are those used by the Institute of Museum and Library Services.

#### Consultant Fees

- Expenses related to acquiring the services of a consultant for a specific activity within the project. Costs should include the total cost contract amount: fees, travel, accommodations and support services. The narrative should include a description of the expertise of the consultant along with actions/contributions to the program.

#### Travel

- Travel costs must be related to the project activities and must be incurred by the staff working on the project. Costs include transportation and accommodation. The narrative should include number of travelers/role to project and description of types of travel expenditures.
- Mileage rates may not exceed the state amount of \$0.52 cents per mile.

#### Supplies and Materials

- Costs for consumable items necessary to carry out the project. Narrative should include descriptions and quantities of supplies/materials to be acquired.
- The State of Ohio mandates that any item with a unit cost less than \$1,000 be categorized as a supply.

#### Equipment

- Nonexpendable, tangible personal property having a useful life of more than one year. Narrative should include descriptions as well as quantities of equipment to be purchased.
- The State of Ohio mandates that any item with a unit cost of more than \$1,000 be categorized as equipment.

#### Services

- Costs of project activities to be undertaken by a third party contractor or a vendor. Narrative should include description of services to be provided and if known, name of vendor included.
- Costs not assigned to other categories. Narrative should include description and quantity of items being acquired.

### **Does the local cash match have to come from a library's operating budget?**

No, the local cash match can come from many sources. It may come from the library's operating budget but partners may also provide part of the cash match. Additionally, the cash match may come from a Library's Friends Group or Foundation, the PTO, other grant awards or gifts. Other federal funds may not be used as match.

### **What is meant by local cash expenditures?**

Local cash expenditures are those for which vouchers, purchase orders, and invoices are used as a paper trail for audit purposes. The cash match is the amount the administering library will spend from local budget funds on the project.

### **What are non-allowable costs?**

- Salary and fringe benefits for current staff
- Ongoing and general operating costs such as subscriptions, utilities and maintenance
- EBooks and software licenses
- Databases
- Classroom collections – any collection development materials must remain with the institution awarded funds.
- Entertainment costs including food and beverages
- Fundraising, grant-writing or advocacy
- Construction and/or renovations
- Promotional items and giveaways

Remember: if something is non-allowable in federal funds, it is non-allowable in local funds.

### **What are allowable costs?**

- Contractual services
- Equipment and/or technology necessary to support the success of the project. The acquisition of equipment should not be the primary focus of the project.
- Library materials that support the programs that are the project's main focus. The acquisition of library materials should not be the primary purpose of the project.

### **How should the percentage of match each partner contributes be determined?**

It is up to individual partners to determine the cost share for each member. The administering agency is responsible for issuing all purchase orders and for all expenditures related to the project. The State Library advises the administering agency to invoice all partners for their portion of the local match at the beginning of the project.

### **Why do I need to attach bid specs?**

Attaching bid specs will show reviewers that you have done your homework. Bid specs also document the cost cited and that the cost is true and reasonable.