Coalition Support & Community Change Project Year 2 Budget Proposal Guidelines

All funds for the Coalition Support & Community Change (C3) program are Substance Abuse Block Grant Covid Supplemental funds administered by Michigan Prevention Network through Michigan Department of Health and Human Services, Behavioral and Physical Health and Aging Services Administration-Substance Use, Gambling, Epidemiology (MDHHS, BPHASA-SUGE) from the United States Substance Abuse and Mental Health Services Administration (SAMHSA). As such, all funds are to be administered according to the Code of Federal Regulations. You are encouraged to read the relevant sections of [www.ecfr.gov](http://www.ecfr.gov/) which are updated regularly.

Before submitting a proposed budget please note that you may request to update your budget at any time during the project year, but any changes to spending must be approved in writing by the C3 Program Coordinator prior to funds being expended, or they will not be reimbursed.

This is a cost reimbursement grant. Your monthly statement of expenditure is to include only those costs which have already been incurred. You may request an advance of up to 20% of your total budget. This request must be sent to the C3 Program Coordinator in writing detailing the need on coalition letterhead at least 10 days prior to financial need.

If you need to change your fiduciary, submit a signed letter of acknowledgement from original and new fiduciary agents. New fiduciary must also submit W-9, ACH info request form, and a signed contract.

Funding acknowledgement is not required but may be requested. Before any funding acknowledgement is printed, please submit a draft of the material to be created in any format to the Program Coordinator. Media campaign materials must be submitted to the Program Coordinator at least 30 days in advance to allow for approval through MDHHS. A media campaign is a deliberately designed attempt to change public perception. It is not the promotion of a specific event or organization.

Contracted services must be pre-approved by the Program Coordinator. All providers will be required to adhere to state and federal guidelines, carry appropriate insurance, pass background checks, follow the code of ethics, and maintain financial transparency as outlined in the Coalition Support & Community Change contract.

For any C3 grant direct-service activities that involve paid staff, you must report into Michigan Prevention Data System under Prevention Michigan Inc. with funding source “09-COVID Supplemental Block Grant.” All other financially supported C3 grant activities must be included in the quarterly Qualtrics Survey administered through Wayne State University.

**All questions should be directed to Ruth Schwendinger, C3 Program Coordinator Ruths@preventionnetwork.org**

**STATEMENT OF PROPOSED EXPENDITURES**

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| Grantee ID: |
| Name: |
| Phone Number: |
| Federal EIN: |

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| Line Item | Description  ENTER YOUR PROJECT BUDGET DESCRIPTION IN THIS COLUMN | Proposed Budget |
| Personnel | (This includes payments made to employees who are included in payroll) |  |
| Fringe Benefits | (This includes payroll taxes and withholding for insurance and other employment benefits paid) |  |
| Supplies | (Reimbursement for supplies may not include: food, purchase of property, foreign goods or services, sterile needles, syringes or drug use paraphernalia, any tobacco cessation products or services, marijuana or treatment using marijuana, financial incentives (gift cards, gas cards, or any other form of financial incentive), may not include promotional products like T-shirts, pens, lanyards, treatment costs) |  |
| Travel / Transportation | (This may include funds paid for transportation for staff, participants, or coalition members to training or events included in the work plan: mileage rate, airfare, rental vehicle cost, ride service, accommodations for overnight stay, per diem food rates, cost of registration for training) |  |
| Contracted Services | (This may include short-term contracts for professional services: evaluation, training, community assessment, epidemiologist, youth advisors, or to supplement coalition workforce) |  |
| Miscellaneous / Other | (This may include administrative costs or one-time purchases for services like advertisement) |  |
| TOTALS |  |  |