



CATCH Guidance: Budget Tips for Success and Pitfalls to Avoid

All CATCH grant budgets MUST:

1. Clearly support the grant activities in addition to goals and timeline outlined in your application.
2. Include a complete description of each activity and expense.
3. Use category headers along with their activity descriptions, as described in Budget Guide below.
4. List each activity on a separate line.
5. Include a formula for ALL line items.
6. Stay within the maximum allowance for each budget category.
7. Justify each staff position to a specific outcome if budget includes personnel compensation (hourly wage or compensation by project deliverables – no fringe benefits allowed).

TIP 1 -A strong budget uses Budget Categories and does not exceed line-item limits.

CATCH budgets should be developed using the budget categories (Personnel, Meetings, Participant Expenses, etc.) that are outlined in the Call for Proposals. The Call for Proposals also outlines the maximum amount for each budget category that should not be exceeded.

Short list of budget categories and line-item maximum

Budget Category	EXAMPLES (not an exhaustive list)	Maximum Amount for Resident	Maximum Amount for Implementation/Planning
Personnel	Translation services; administrative support; outreach; assessments; data analysis; meeting facilitator; community partner stipend	\$1600	\$7000
Meetings	Focus groups; planning sessions; task force or advisory meetings	\$800	\$2000
Participant Expenses	Child care; transportation; incentives, such as gift cards	\$1000	\$4000
Resources, Equipment, & Educational Materials	Forms; handouts; toolkit development; educational models; equipment for hands-on learning (not medical supplies) <i>NOTE: less applicable for Planning grants</i>	\$800	\$4000
Promotion/Supplies	Printing; flyers; posters; media; office supplies	\$700	\$2000
Technology Development	Website; mobile application	\$700	\$3,500
Other program expenses	Items that do not fall in other categories, and are not unallowable (see list)	TBD	TBD

NOTE: A CATCH project budget should have a variety of expenses. The majority of the budget should not be devoted to one category (i.e., personnel, resources, technology development).

An applicant should begin by developing their **project activities**, and then determine what types of funds they will need to complete those activities.

Example of a list of project activities with corresponding potential expenses.

Activity	Budget Needs (not exhaustive list)
1. Conduct community asset mapping	personnel, community planning meetings, and meeting supplies
2. Host focus groups	facilitator, recruitment expenses (printing/social media), participant costs (meeting costs, travel/childcare/incentives); analysis
3. Create plan or implement pilot project activities	advisory meetings; technology development; personnel for coordination; recruitment; incentives or participant expenses
4. Collect community feedback	community meetings; pilot testing of activities
5. Revise plan or activities based on feedback	analysis of preliminary results; personnel time; advisory meetings
6. Develop implementation or sustainability plan	community meetings; grant writing assistance; dissemination of plan to stakeholders

Once the budget is determined, it is preferable for the line items with similar expenses to be grouped together and to use the Budget Category Headings (personnel, meetings, participant expenses, etc.). This will help with confirming that the budget does not exceed line-item limits. It also helps with later tracking of expenses.

NOTE: Applicants are encouraged to budget for the full amount of available grant funds (as awardees receive \$2000 for Resident grants and \$10,000 for Planning and Implementation grants). Any unused fund will need to be returned at the end of the grant project period.

Example of what the budget looks like after reordering into Budget Categories. The applicant should verify that line-item categories do not exceed maximum amounts.

<u>Budget Category</u>	<u>Budget Activity</u> (this will likely be different in description and order than the activities in the project timeline)
<u>Personnel</u>	Project coordination
	Focus group facilitator
	Data analyst
	Grant writing assistance
<u>Meetings</u>	Community planning/input meetings x 3
	Advisory group meetings x 4
	Focus group (meeting costs)
<u>Participant Expenses</u>	transportation
	Child care
	Incentives (focus group)
	Incentives (pilot)
<u>Promotion/Supplies</u>	Printing (posters, flyers) for recruitment
	Community meeting materials
	Report or project operating procedure plan
<u>Resources/Education Materials</u>	Items/materials for pilot/implementation activities
<u>Technology Development</u>	Webpage or app development

TIP 2- More about determining formulas for line-item expenses

A formula demonstrates and justifies the cost for each line item. While it is understandable that an applicant may have to estimate the costs, they should be explained with a mathematical formula. It is helpful to use previous

costs for similar activities or expenses or to request estimates for the proposed line-item expenses as part of the application development process.

Example 1 -- Personnel

25 hours X \$25/hour (for coordinating focus groups/community partner meetings) = \$625

Example 2 – Personnel/translation services

12 pages x \$100 per page = \$1,200

Example 3—Meeting Costs for community partner meetings

10 people x (\$20/person food and beverage + \$5 meeting supplies/person) x 4 meetings = \$1,000

How can estimated costs be determined? Below are a few examples of places to find cost estimates.

- Supplies—check online through Amazon or office supply stores
- Printing – check with your university system or a local printer for typical costs
- Personnel – look at online employment sites (i.e., Monster.com) for hourly rates for specific roles in your state/community

TIP 3 – Suggestions on how to state the connection between the project budget and project activities

Any activity included in the project budget should be included in the major project activities. When finished with the activities/timeline and budget sections, review the budget and map each line item to the activity it supports to ensure that each budget line item clearly supports an activity listed in the activities/timeline section.

<i>Budget Category</i>	<i>Activity (mapped back to timeline activity)</i>
Personnel	Project coordination (<i>timeline activities 1-6</i>)
	Focus group facilitator (<i>activity 3</i>)
	Data analyst (<i>activity 5</i>)
	Grant writing assistance (<i>activity 6</i>)
Meetings	Community planning/input meetings x 3 (<i>activity 1</i>)
	Advisory group meetings x 4 (<i>activities 1-3</i>)
	Focus group [meeting costs] (<i>activity 3</i>)
Participant Expenses	Transportation (<i>activity 3</i>)
	Childcare (<i>activity 3</i>)
	Incentives [focus group] (<i>activity 3</i>)
	Incentives [pilot] (<i>activity 4</i>)
Promotion/Supplies	printing (posters, flyers) for recruitment (<i>activities 1-3</i>)
	community meeting materials (<i>activity 1</i>)
	report or project operating procedure plan (<i>activities 1-3</i>)
Resources/Education Materials	items/materials for pilot/implementation activities (<i>activity 4</i>)
Technology Development	Webpage or app development (<i>activity 4</i>)

TIP 4 - Understanding unallowable expenses

The Call for Proposals provides a list of expenses that are **not** allowed (also listed below). Applications that include unallowable items are scored lower than those with budgets that are compliant with the guidelines. In addition, the budget may be cut by any unallowable expenses included in the application.

Pro Tip: Check the unallowable items (also listed in the Call for Proposals), and make sure that none are included in the budget. If unsure, contact the their [CATCH District Resident Liaison \(DRL\)](#), [Chapter CATCH Facilitator\(CCF\)](#), National Resident Liaison, District CATCH Facilitator and/or [CATCH staff](#) to discuss.

Unallowable Expenses

- Supplemental funding to previously awarded grants or existing programs
- Any payment to a pediatric care provider* or dentist
 - Any clinical encounter, i.e. any service that is deemed a billable encounter
 - Professional development (conferences or educational/training activities)
 - Educational materials for a pediatric care provider* or medical student
 - Speaker fees or speaker travel reimbursement
- Medical equipment, medical supplies, or pharmaceuticals (Exception: select supplies for oral health projects)
- Quality improvement projects that do not meet application and budget criteria
- Research projects, such as clinical trials
- Health fairs or one-time events
- Building or office construction, maintenance, or repairs
- Capital equipment (durable items lasting beyond the project timeline, including computers, tablets, furniture, etc)
- Indirect costs, fringe benefits for personnel, or fiscal agent fees

*Pediatric care provider includes a physician, nurse practitioner, or physician assistant

NOTE: Mileage/transportation for pediatric providers typically is not allowable as it is considered payment to a pediatric provider. Possible exceptions may be considered for projects in rural communities or covering wide areas, which must be explained within your proposal.

TIP 5 – Avoid common budget pitfalls

Scenarios of several common budget pitfalls related to unallowable expenses are provided.

Scenario # 1 – Presentations at conferences and sharing your findings

When sharing results or details about your project outcomes with others, keep in mind that CATCH funds cannot be included in the budget to present at any professional conference, as travel, conference fees, and poster development costs are not allowable expenses.

However, we DO advise that you present the results to your community partners, and the costs associated with those community meetings, such as room rental, refreshments and printing for handouts are allowable expenses.

Scenario #2 - Incentives for physicians/pediatric providers

As part of a focus group that includes both community members and resident physicians, an applicant includes \$10 gift cards for all participants.

Issue: The gift cards to the residents are unallowable, as any payment to a pediatric care provider (physician, nurse practitioner, or physician assistant) is not allowed. However, gift cards to the community members are permitted. Incentives are often used to encourage participation in projects or as a “thank you” to participants or community partners. Consider who the intended recipients are, and whether the amount is appropriate (too little or too much). It is not allowable to pay physicians/pediatric providers, including gift card incentives.

Possible Solutions: Re-arrange budget to include food as part of the focus group, which is permitted. Gift cards to community partners may still be included, provided other criteria are met (ie. not exceeding the maximum allowance)

Scenario #3 – Personnel

While securing assistance and expertise from others is an integral part of planning and/or implementing a community health project, some personnel expenses are not allowable:

- Payments to a pediatric care provider (physician, nurse practitioner, or physician assistant) or dentist-- the community should be the focus of a CATCH grant, not payments to health professionals.
- Payments for clinical encounters, i.e., any service that is deemed a billable encounter, are not allowed.
- Fringe benefits – CATCH projects support the initial development of a project and should not include fringe benefits for any personnel. If a person is taking on a specific role for the project, the organization where the individual works should cover the fringe benefits.

Additionally, consider how the personnel expenses will best support the community (i.e., engage a community member as a coordinator; support translation services for focus groups/interviews or project materials; secure a college or professional student to help with asset mapping or data analysis) or provide expertise not available from community partners/stakeholders (curriculum design; assessment/evaluation consultation; technology development).

Scenario #4 - Capital Equipment

CATCH grant funds cannot be used to pay for capital equipment that would be available after the project period ends. Examples of capital equipment include but are not limited to projectors/screens; laptops or tablets; portable speakers; purchase of software (monthly “rental” for length of project could be allowable). The applicant/grantee needs to identify other sources of support if capital equipment is a critical part of the project.

Exceptions for capital equipment

Low-cost items given to participants as incentives which are in line with the project goals. For example, a project promoting bicycle helmet use might give bike helmets to participating children as a participant incentive.

Scenario #5 – Educational Materials/Resources vs. Capital Equipment (one is allowed; one is not)

In an early draft of an applicant’s proposal, she includes purchase of 4 breast pumps as part of project, at a cost of \$1600 (\$400 each), which are to be used for instruction for approximately 20 participants.

NOTE: Medical supplies, equipment, (pressure cuffs, scales, etc.) and pharmaceuticals are not allowable items

Issue: What happens to the breast pumps afterwards? This would be considered a capital expense (which is not allowable) if the practice or organization keeps the pumps.

Possible Solution: Fortunately, the applicant reached out for technical assistance from her Chapter CATCH Facilitator early in the process who suggested permissible alternatives, including renting the pumps for the project duration instead of buying them, or raffling them off to the focus group participants at the end of the project.

Scenario #6 - Apps and computer technology

Development of an application or a website can be similar to developing a brochure, educational materials, etc.

Issue: Just like developing print materials, if the project intends to develop computer-based materials, the applicant must consider the community members’ native language and literacy level, their access to both stable internet service and electronic devices, and the community members’ ability/comfort in navigating electronic content.

Possible Solution: Addressing these considerations should be reflected within the budget and the project activities (such as assessment of the app/website as an appropriate method with community and testing it with the community during development).

Examples of a Few Good Budgets

There are examples of good budgets within the Call for Proposals for each type of CATCH grant (Resident, Planning, and Implementation). Here are additional examples of well thought out and easily understood budgets. The next few pages provide two examples of Resident grant budgets, one example of a Planning grant budget and two examples of Implementation grant budgets.

Resident Grant Budget – Example 1

	Activity	Description and Formula	Amount
1	<u>Meetings:</u> Asset mapping meeting with stakeholders	4 meetings with food and drinks: \$60 per meeting	\$240
2	<u>Personnel:</u> Focus group transcription	Transcription service: \$20 per hr x 22.5 hrs	\$450
3	<u>Participant Expenses:</u> Incentives for focus group participants	Incentives for patient and family focus group participation: \$25 gift cards x 1 group @ 15 participants per group	\$375
4	<u>Promotion/Supplies:</u> Focus group office supplies	Name tags \$10, pens \$10, paper \$15	\$35
5	<u>Promotion/Supplies:</u> Intervention handout development and production	Paper and printing costs (quote from in-house print shop of \$100 for design and \$100 for paper and printing of 2-page handout X 250 handouts	\$200
6	<u>Technology Development:</u> Intervention web-based	Web design and web hosting through residency program institution: \$40 per hr x 17.5 hrs	\$700
TOTAL			\$2000

Resident Grant Budget – Example 2

	Activity	Description and Formula	Amount
1	<u>Meetings:</u>	Meal and beverages for 3 meetings (@ \$100/meeting)	300
2	<u>Promotion/Supplies:</u> Leaflet & Survey	Design of Leaflet & Poster (\$150/document)	300
3	<u>Promotion/Supplies:</u> Leaflet & Survey	Envelopes & Stamps	300
4	<u>Promotion/Supplies:</u> Leaflet & Survey	Printing of 300 leaflets & 200 surveys (\$50/100 sheets)	250
5	<u>Personnel:</u> Leaflet & Survey	Authorized Spanish translation of leaflet, poster, and 2 surveys @ \$50/page (4 pages total)	200
6	<u>Promotion/Supplies:</u> Leaflet & Survey	Stationary for completing survey	50
7	<u>Participant Expenses:</u>	Incentive for participating in patient survey (\$5/survey x 50)	250

8	<u>Resources, Equipment & Education Materials:</u> Eco-alternatives for Pediatric Patients/Families	Mechanism for recycling coffee pods on pediatric floor (\$60) Extra recycling bin for pediatric floor (\$50) Water cooler to reduce bottled water usage (\$20 per month x 12 months = \$240)	350
9	<u>Personnel</u>	Organizing the logistics and attending community events; and statistical analysis of survey results – 20 hours@\$10/hour	200
TOTAL			\$2000

Planning Grant Budget -Example

	Activity Description	Description and Formula	Amount
<u>Personnel</u>			
1	Translation of surveys and/or materials	\$30/hr x 10 hours	300
2	Focus group session moderator	\$30/hr x 15 hours	450
3	Interpreter and/or transcription for focus group content	\$30/hr x 40 hours	1200
4	Project Assistant – Assist with project coordination, meeting preparation, clerical support, meeting attendance, accounting support	\$15/hr x 100 hrs	1500
<u>Meetings</u>			
5	Planning/Collaboration Meetings with core team	4 meetings x \$100 for refreshments, materials for 5 participants	400
6	First Collaborative Meeting	1 meeting x \$750 for refreshments, space, materials	750
<u>Participant Expenses</u>			
7	Incentives for focus group sessions with immigrant community	\$30 gift cards x 60 participants	1800
8	Incentives for semi-structured interviews re: patient/family experiences	10 families x \$50 compensation for time/travel/refreshments	500
9	Participant travel to/from focus group meetings	\$10 x 50 participants	500
10	Child care during focus group meetings	\$60 x 5 meetings	300
<u>Resources, Equipment, and Educational Materials</u>			
11	Zoom license -(hosts up to 300 participants and includes recording of transcripts)	\$20/month/license x 10 months	200

12	Sonix transcription software – transcription software rental to transcribe interviews	\$20/month x 12 months	240
13	Coding software for qualitative content	Atlas single user license (<i>time limited subscription</i>)	750
14	Printing	Fliers, notes, other documents	100
15	Supplies for focus group	Paper, writing instruments, recording materials	250
TOTAL			9240.00

Implementation Grant Budget – Example 1

	Activity	Description and Formula	Amount
1	<u>Personnel:</u> Part-time administrator for project coordination, including: <ul style="list-style-type: none"> • develop school contacts by reaching out to pediatricians and climate groups, • contact school nurses/personnel, • educate on the program, • arrange for implementation and occasionally travel to the site, • order and print supplies, • help create a survey and analyze survey results, • assist with grant writing 	\$20/hour, 6.5 hours/week, 50 weeks	6500
2	<u>Resources, Equipment & Educational Materials:</u> support program materials essential to the project: colored educational flags flown to show daily air quality	\$50/set for flags for 10 schools	500
3	<u>Promotion/Supplies:</u> Printing expense for air quality flag charts (5x7)	Card stock, color printing \$0.649 x 1000	649
4	<u>Promotion Supplies:</u> Printing expense for coloring sheets for young children, letters to families	2000 sheets at \$0.15 each	300
5	<u>Other expenses:</u> Travel to schools by administrator to explain and arrange implementation	300 miles/trip x .56 is \$168 + 100 hotel and \$25 meals = \$293 per trip x 7 trips	2051
TOTAL			10,000

NOTE: Mileage/travel expenses for a community partner and/or project coordinator are allowable expenses (but not for the physician/pediatric provider). Mileage/travel expenses would only be appropriate for the physicians/grantee pediatric providers if it is a rural health project where travel expenses are above customary, local distances. Make sure to check for the current approved IRS mileage rate.

Implementation Grant Budget – Example 2

	Activity	Description and Formula	Amount
1	Meetings In person pediatric prenatal education classes for pregnant women	Food and Beverage for 3 meetings @ \$100/Meeting	300
2	Participant Incentives Walmart gift cards for 40 women attending in-person prenatal class and for completing each follow-up survey	40 women will attend in-person class and complete 3 follow-up surveys for a total of 4 gift cards for full participation 4 x 40 = 160 gift cards @ \$20 each	3200
3	Participant Incentives Gas Cards	Gas cards for 40 women attending in-person prenatal classes 40 gift cards @ \$5 each	200
4	Resources/Education Materials Folders for informational packets - with handouts on relevant topics as well as local resources	To be distributed to participants at in-person prenatal class 40 folders @ \$1 each	40
5	Resources/Education Materials Copies for handouts	To be distributed to participants at in-person prenatal class 20 copies per packet, 40 total packets = 800 copies @ \$0.10 each	80
6	Promotion/Supplies Copies for promotional fliers Social Media advertising Postage	Fliers advertising classes to be distributed to local health centers and other community partners 100 flyers @ \$0.75 each Posting announcements on social media Postage to mail informational packets to individuals who attend virtual classes 20 packets @ \$1.00 each	75 200 20
7	Meetings Travel for in-person prenatal classes	Project staff will travel from their work office to community in the Delta to conduct in-person classes 2 drivers, 160 miles round trip, 3 meetings = 960 miles @ \$0.56/mile	538
8	Personnel Project Coordinator – assist with sending out and collecting surveys, disseminating information about program, assembling information packets, sending gift cards to participants	267 hours @ \$18/hr	4806
TOTAL			9459.00