PROJECT BUDGET FORM: Seeding Wayne County Grant 2026

Contract Period: April 1st, 2026 - August 31th, 2026

Organization Name: Wayne Metro's Youth Summer Camp

FUNDS MUST BE USED FOR DIRECT PROJECT SERVICES BENEFITING PERSONS MEETING 200% POVERTY LEVEL. Common allowable costs include: equipment rental fees for events, program supplies, event registration fees, food, etc. See below for information on disallowable costs.

DISALLOWABLE COSTS

NOTE: Funds can NOT support general agency overhead such as, but not limited to, the following disallowable items/costs:

- **General or Administrative Overhead** (i.e., Accounting)
  ◦ *Organizations cannot use grant funds to pay themselves for services or programs they directly operate or for any operational expenses*
  ◦ Grant funds may not be used to compensate organizational staff, volunteers, or project leaders. This includes salaries, hourly wages, stipends, and benefits.
- **Advertising to solely promote the Organization**
  ◦ Funds may be used to promote your FY2026 Seeding project but not the Organization as a whole.
- **Custodial, maintenance, or landscaping services** (staff and contractual)
- **Equipment exceeding $500 per item**
  ◦ Any and all pieces of equipment purchased with these funds must cost no more than $500 for each individual item.
  ◦ If the equipment costs over $500, an organization may opt to cover the difference in price.
- **Fundraising activities**
- **Gift cards and/or gas or bus cards**
  ◦ This includes any type of gift card/Visa card for clients OR staff/volunteers
- **Salaries, benefits, or stipends for staff & volunteers**
  ◦ *These funds may be used to pay for external specialists whose services are essential to the project—such as early childhood education instructors, grief counselors, or certified chefs—but may not be used to pay staff or volunteers of the organization.*
- **Decorative or Ceremonial Items:**
  ◦ Buying flowers or plants to decorate an office, classroom, or event space.
  ◦ Purchasing balloons, banners, or centerpieces for a community event.
  ◦ Decorative supplies (streamers, tablecloths, signage) for aesthetic purposes.
  ◦ ***Decorative or ceremonial items (flowers, balloons, banners, etc.) are not allowable expenses unless directly tied to a program activity and pre-approved by Wayne Metro (CSPM 400).***
- **Insurance** (general, vehicular, etc.)
  ◦ General Liability insurance cannot be paid for or reimbursed with these funds
- **Internet, telephone, or copy services**
- **Fees, including but not limited to:**
  ◦ Delivery fees (Amazon orders) food, late, environmental, etc.
- **All deliveries sent to an address that is not in the contracted MOU is disallowable**
  ◦ Grant funds cannot be used for items delivered directly to participants' homes

    ◦ All project-related materials or supplies must be shipped to the organization's address or the approved project activity location as listed in the Memorandum of Understanding (MOU).
- **Taxes, including but not limited to:** sales, property, etc.
- **Property rent or lease payments**
- **Venue rental of any space to host program activities**
- **Utilities, internet, telephone, or copy services**
- **Vehicle repairs or maintenance**
- **Gratuity and tips**
- **Food:**
    - **Under 2 CFR Part 200 (Uniform Guidance); Michigan CSBG Sub-recipient Guidelines; The Memorandum of Understanding, All Food Related Purchases must meet the following criteria:**
        - The food is directly tied to a Seeding Grant activity (example: participatory grant-making workshops, community engagement meetings, or other program events designed to achieve project objectives).
        - The purchase is included in the approved budget or has received prior written approval from the Grantor.
        - The cost is reasonable, necessary, and allocable to the grant activity.
    - **Documentation Requirements:**
        - Grantee must maintain and provide upon request:
        - Receipts or invoices for all food purchases;
        - Date, time, and location of the event;
        - List of participants and their relevance to the grant activity;
        - A brief description of how the food supports the grant objectives.
    - **Disallowed Food Costs:**
        - Grantee may not use funds for:
        - Meals or snacks for staff not participating in a grant-related event;
        - Social, recreational, or entertainment purposes unrelated to the grant activity;
        - Alcoholic beverages;
        - Lavish or extravagant meals are not considered reasonable and necessary for the event.
    - **Non-Compliance:**

Any food-related expenditures that do not meet the requirements above are unallowable and must be reimbursed to the Grantor. Failure to comply may result in withholding of funds, termination of the grant, or other remedies as provided in this agreement.

FUNDS MUST BE USED FOR DIRECT PROJECT SERVICES BENEFITING THE PROJECT.

LINE ITEM	AMOUNT REQUESTED	DETAILS or LINKS
Transportation	*$600*	*Bus Rental to transport participants to 2 field trip (The Science Center and to a Pistons game) at $300 each*
Registration Fees	*$675*	*Registration fees for 25 students to enter the Science Center at $27.00 a ticket*

Program Supplies	*$1000*	*Breakfast, Lunch and snacks will be purchased at Meijer and prepared by volunteers for participants daily*
Instructor Fee	*$500*	*Specialized science instructor to teach 5 courses, 1x a week at $100 per session*
Program Supplies	*$400*	*Science workbooks - each student will be provided with 1 at $20 each*
Instructor Fee	*$500*	*Specialized sports instructor to teach 5 general sports and fitness courses 1x a week at $100 per session*
Program Supplies	*$500*	*Supplies for the sports and fitness course including basketballs, footballs, volleyballs, jump rope, yoga mats*
Program Supplies	*$500*	*Supplies for the art course including Paint (acrylic and watercolor), Paint Brushes, Crayons, Markers, Clay*
Program Supplies	*$75*	*Medals that will be given to all participants upon completion*
Equipment *(cannot exceed $500 per item)*	*$500*	*Refurbished Projector for the classroom to teach coursework in all courses*
Program Supplies	*$500*	*For the purchasing of backpacks , pencils, pens, notebooks, folders (each student will get 1 backpack containing these items)*

Program Supplies	*$250*	*T-shirts for 25 participants that state "Wayne Metro's Youth Summer Camp 2026" at $10 each*

TOTAL AMOUNT REQUESTED: $6,000.00