

HBCU-CFE Mini-Grant Program: Requirements for Subcontracts & Budgets

**HBCU-Center for Excellence
In Substance Abuse and Mental Health**

Shironda A. White, HBCU-CFE Program Manager

MINI-GRANT AWARD PACKET

- Award Letter
- Checklist
- Mini-Grant Subcontract (2 originals)
- Vendor Application
- W-9 Form

AWARD LETTER

- Will provide specific instructions and timeline for award process

CHECK LIST/TRANSMITTAL FORM

- List of all documentation required
- Instructions: Where to send documentation

MINI-GRANT SUBCONTRACT

- Signed by Project Director and Authorized Signator at the HBCU
- Includes time frame for grant, amount of award and other stipulations
- Includes scope of work and budget
- School will retain one original and return the other

VENDOR APPLICATION

- Required for every HBCU, including previous mini-grant award recipients
- Typically completed by Accounts Payable or Purchasing Department at the HBCU

W-9 FORM

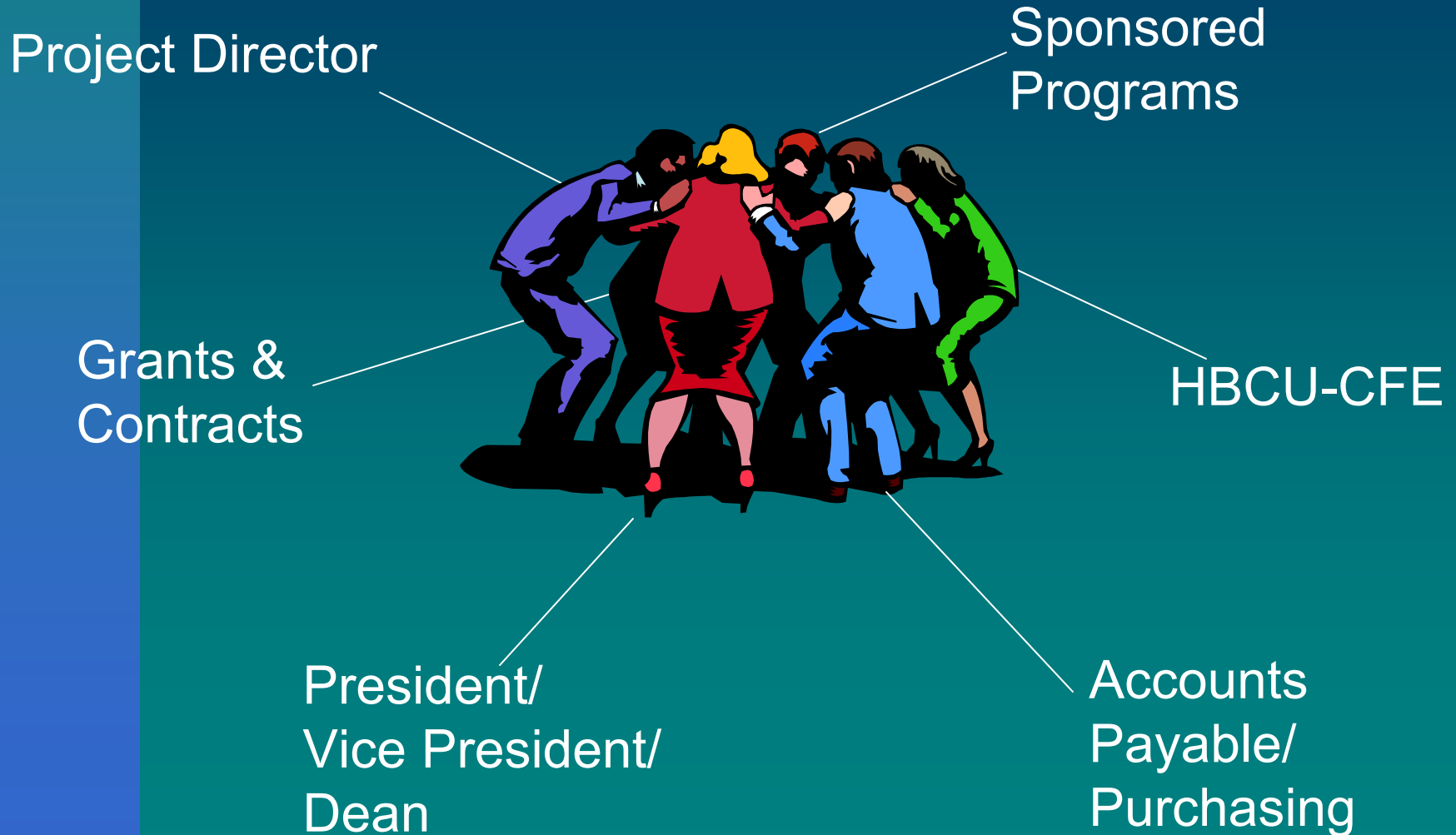
- Required for schools that do not have one on file at MSM
- If it is not included in packet, MSM has one on file
- If it is included in the packet, it is required
- Typically completed by Accounts Payable or Purchasing Department at HBCU

BARRIERS TO THE PROCESS



- Incomplete/Inaccurate information on Applications
- Turnover at College/University
- Protocol
- Documentation incomplete or sent to wrong address
- Lack of Communication

TEAMWORK



THE BUDGET



- Requirements
- Pre-Award and Post-Award Tips
- Budget Close-Out

BUDGET RESTRICTIONS

- F&A (indirect costs)
 - Must not exceed 8% of Direct Costs (\$740.80 for a \$10,000 grant)
- Administrative Costs
 - Must not exceed 15% of the grant
- Consultants
 - Must not exceed \$400/day

BUDGET REQUIREMENTS

Typical Institutional Requirements...

- Fringe Benefits
 - Typically required for faculty
 - Typically not required for students
- Evaluation and other In-house Services
 - Verify whether or not there is a cost for in-house services

UNALLOWABLE EXPENSES

- Food
 - Meals and snacks, drinks, etc.
 - Food-related items such as utensils, food equipment
- Large Equipment
- Construction
- Expenses not directly related to the program (except institutional indirect costs)

BUDGET TIPS

Pre-Award:

- Make sure your numbers add up!
- Check with your school to see what is required.
- Call 1-866-988-HBCU (4228) if you're not sure if an expense is allowable.

BUDGET TIPS

Post-Award:

- You can spend funds as soon as the contract is fully executed (or as soon as your school will allow).
- Budget amendments require time.
- Call 1-866-988-HBCU (4228) if you have any questions.

BUDGET CLOSE-OUT

- All funds **MUST** be encumbered by the end of the contract period and expended within 30 days of the conclusion of the project.
- Final payment will be sent upon project completion.



This is a reimbursement grant. Your institution must ensure you can spend the budgeted funds before receiving the entire payment.

Questions & Comments

1-866-988-HBCU (4228)
shwhite@msm.edu
web: www.hbcucfe.net
