

BJA FY 21 Smart Probation: Innovations in Supervision Initiative

Budget and Budget Narrative Instructions

The following information summarizes the budget guidance provided in the above referenced solicitation and provides general guidance needed to properly prepare the budget and budget narrative.

Budget Information Specific to This Solicitation

Applicants must complete the web-based form in JustGrants for the budget worksheet and budget narrative.

Applicants also must upload the applicable associated documentation as described below under each heading. The budget worksheet and budget narrative are worth a total of **10 points** and will be reviewed separately from the proposal narrative.

Award Period and Amount

Budgets should cover a period of 36 months, commencing on October 1, 2021, not to exceed \$715,000.

The funding during the initial 6-month period should support planning activities followed by 30 months of implementation activities. Implementation may begin earlier subject to approval of the Action Plan.

Applicants should budget funding for three members of the project team to travel to a peer-learning event (such as a regional meeting). Estimate the costs of travel and accommodations for three staff members to attend one meeting per year in Washington, D.C. All expenses must be reasonable, allowable, and necessary to the project. The estimates must provide a breakdown of all costs and adhere to the federal per diem.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.