

**Question:**

**I was wondering a few questions with regard to the budget. In prior years, the AGF has set different rules for state sponsored universities (e.g. in terms of where to place fringe costs) and the AGF has also set limits on support service costs (e.g. 27.5% rate).**

**I wanted to clarify if state sponsored universities should follow the rules in prior years – or fill out the budget consistent with the actual budget categories – and if the AGF has a cap on support service costs.**

**Answer:**

10% is the cap for the administration costs. Fringe benefits are for the personnel listed in budget category A and only for the percentage of time devoted to the project. That wording was removed this year, so you can charge fringe for any full time personnel.

If you are including fringe, you would need to show the breakdown in the fringe category. Below is the description from the AGF explaining the "other costs" category:

- § Direct and/or support service costs relevant to the proposed project that cannot be listed within the personnel, fringe, consultants/contracts, travel and/or supplies cost category can be included in the “Other” cost category. Please be sure to itemize each cost type and detail as to how the amount budgeted was calculated.
- Items such as rent, telephone, reproduction of training materials are considered administration costs and shall not exceed 10% of your state award.
  - No grant funds may be used for incentives without prior written approval from OGR.
  - No grant funds may be used for a cash reserve.

No grant funds may be spent on food or beverages.

**Question:**

**The AGF describes travel as it relates to sites. But I cannot find anything relating to travel for partners. We have a new collaboration, which features a chance for at-risk youth to attend summer camp. Since this requires transportation to camp after the morning session the YM asked if bus expenses could be included in their proposal.**

**Answer:**

If this transportation relates directly to the program itself, then you can include it. We just do not want to see any unnecessary travel that does not relate directly to the services provided.