

Tobacco Grant Program Instructions and Considerations for Redistribution of the Approved Budget

The Budget Detail document covers four (4) fiscal years (July 2020-June 2024). Funding for fiscal year (FY) 2020-21 cannot begin prior to January 2021, and should not include more than six (6) months of funding. The maximum funding award any applicant received was for three (3) full years. Therefore, if you received three (3) years of funding and you opt to begin your budget on January 1, 2021, then the 3rd FY (2023-24) should also include only six (6) months of funding and end December 31, 2023.

Due to funding restrictions, there will not be an option to extend this award beyond June 30, 2024, but you can align your budget to end prior to June 30, 2024.

You may redistribute the dollar amounts for approved budget items, but you may not add anything back that was removed by the Merits Committee nor add new items. If your agency feels that an item removed by the Merits Committee is integral to a specific part of your proposal, then, it is the intent of the Merits Committee that that portion of your proposal need not be fulfilled. If you are moving funds from one approved item/category to another, an explanation is required, as redistribution is generally allowed for approved items within the FYs. Administrative Costs (Section C) cannot exceed 5% of the totals from Sections A and B. The formula is $(A + B) \times 5\%$. If you were not awarded the full 5% of Administrative Costs, it is because the full 5% was not included in your application. Regardless of how much your agency is awarded in this category, reimbursement for administrative costs cannot exceed 5% of the total direct $(A + B)$ approved-for-reimbursement expenses.

If you choose to redistribute funds, the Budget Detail you submit to TobaccoGrants@doj.ca.gov must include hard-coded whole dollars. The cells in the worksheet will accept formulas and cents, and you are welcome to keep your own records, but the version you submit must include whole dollars – no cents or formulas. Please either round up or down. Your total budget cannot exceed your award amount, so please ensure when rounding that the total budget matches the award amount. **If you choose to start your program as approved by the Merits Committee, there is no need for a new Budget Detail to be sent to the Tobacco Grant Program.**

Any anticipated purchases of tangible items (equipment or other items) should be purchased within the *first year* of your project so that its use and function benefit the Program and you will have time to report on the benefits derived from the purchase.

This will not be your only opportunity to modify your Budget Detail, but modifications to your budget after this initial redistribution, are limited to three per fiscal year. The process may be time-consuming and create a delay in use of funds. Therefore, carefully plan your budget now in order to reduce the number of times it may need to be modified in the future.

If for some reason you believe the modified budget sent to you is unworkable even with adjustments within the line items approved, please email TobaccoGrants@doj.ca.gov to discuss options.