**Determining Startup and Expansion Grant expense allocations**

Allocation is the proportion of a total items or services cost based on the amount of time said item or service is used for grant specific purposes versus other Child Nutrition programs or activities sponsor participates in, in weeks.

A cost allocation based on time and use must be applied if the equipment (single item over $200 or multiples of the same item totaling $200) is used for multiple programs. Grant Funds may only be used to cover the portion of time the equipment is used for the Program that is starting up or expanding.

If the proportion of use of an item or service is over 90% for grant specific purposes then the full expense may be allocated to the grant.

**Grant expense categories that may require only a portion of the total cost be allocated to the grant and examples**

**Food Service Equipment**

Reusable equipment or supplies

* *An applicant is applying for reimbursement of an oven that will be used for preparing meals for NSLP, CACFP, and SFSP, but is only requesting funds for SFSP expansion. In this case the grant award will be allocated based on only on the time used for SFSP meal production. NSLP operates 40 weeks a year, CACFP operates 40 weeks a year, and SFSP operates 12 weeks a year. The applicant will total the total weeks of operation (40 + 40 + 12 = 92) and then divide the 12 allowable weeks by the total weeks (12/92 = 0.13) to get a 13% allocation. If the oven costs $5000, this grant can pay up to 13% of the cost of the oven which would be $650. The other 87% may be charged to CACFP and NSLP funds. If charging to CACFP funds outside of this grant, a revised CACFP budget may be required*

**Transportation Related Purchases**

Allocation based on amount of time in weeks being used for each program

* *If applying for repairs to a vehicle that will be used to deliver meals to sites for CACFP Afterschool At-Risk and NSLP, but only requesting funds for CACFP Afterschool At-Risk expansion then the grant award will be allocated based on time used for CACFP Afterschool At-Risk program use. CACFP Afterschool At-Risk programing operates 40 weeks a year and NSLP operates 40 weeks a year. Since both programs run for the same amount of time, the grant can be used to cover 50% of the cost. The repairs cost $7500, this grant can pay up to 50% of the cost of the repairs which would be $3750*

**Enrichment/Educational Activities Equipment & Supplies**

Allocation based on amount of time in weeks being used for each program for individual or set of reusable items over $200

* *If applying for a microscope for science activities during CACFP Afterschool At-Risk programming and to use during a science class during the school day. The grant award will be allocated based on time used for the CACFP Afterschool At-Risk program. If CACFP Afterschool At-Risk operates for the 40 weeks a year and the microscope is used in a science class during the school day 40 weeks a year, allocate at 50%. A 50% allocation is allowed because the programs run concurrently for the same amount of time.*

**All Staff Time Costs**

Grant funds may not cover existing staff costs or replace existing staff funding. These funds are meant to be used for new staff, new hours, or new duties when existing duties are handed off to someone else

* *Example 1: A new position is created and these funds are used to pay for the new positions hours that are dedicated to food preparation, delivery, or service for CACFP Afterschool At-Risk and or SFSP meals and/or snacks is eligible*
* *Example 2: An existing employee is 0.25 FTE and these funds are used to cover an additional 0.25 FTE leading to this employee now being a 0.5 FTE employee. The 0.25 FTE added in order to do food preparation, delivery, or service for CACFP Afterschool At-Risk and or SFSP meals and/or snacks is eligible*
* *Example 3: An existing employee (employee A) is 1.0 FTE. Duties, resulting in 0.10 FTE, are being transferred to a different employee (employee B). Employee A is then going to add back 0.10 FTE to do food preparation, delivery, or service for CACFP Afterschool At-Risk and or SFSP meals and/or snacks, this is eligible.*
* *Example 4: An employee is 1.0 FTE with current duties, no duties are being eliminated but food preparation, delivery, or service responsibilities are being added,* ***this is not eligible****.*