

SFA Name:				Total Award Amount:			
Month	Fresh Fruits/Vegetables (Operating)	Dips-Vegetables Only (Operating)	Small Supplies (Operating)	Labor/Fringe for Program Prep (Operating)	Labor/Fringe for Planning/Paperwork (Administrative*)	Indirect Cost (Administrative*)	Large Equipment** (Administrative*)
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
<b>Total</b>							

**Instructions:**

**Only 1 combined initial budget form for all schools you are applying for needs to be submitted**

**Fill in the SFA name**

**Enter one combined total award amount**

**For each month, enter the amount you are budgeting to spend for each category**

- **Operating costs are the costs of running the service of the FFVP. They include expenses for acquiring, delivering, preparing and serving FFV. Please note FFVP funds cannot be used to purchase nutrition education materials or for promotional activities. Please see the FFVP Guidance Manual for more information on Operating Costs.**
- **\*Administrative costs are limited to ten percent of the total award by building (recipient agency). SFAs will be required to submit the breakdown of administrative cost spent for each individual school building receiving an award. Please see the FFVP Guidance Manual for more information on Administrative Costs.**
- **\*\*If you plan on purchasing equipment with the awarded funds, an equipment justification form must be completed and submitted for State Agency approving prior to purchasing this equipment.**

**Fill in the totals for each column. The total row should add up to the Total Award Amount.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.