

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							
Total							

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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.