

Sample VOCA Application Budget

The budget form in your state's VOCA application may look something like this, although with more lines and more subtotals. The example entries below give you an idea of how you might enter some of your expenses in your budget form.

Personnel	% of time spent on project	% of salary paid with subgrant funds and/or match	Annual salary or hourly rate	Subgrant funds	Match	Project total
Victim Advocate	100%	100%	\$40,000	\$40,000		\$40,000
Victim Advocate	100%	100%	\$23.07		\$23,992	\$23,992
etc.						
Benefits				Subgrant funds	Match	Project Total
FICA @ 7.6%				\$3,600		\$3,600
Health Insurance @ \$6,000 annually				\$6,000		\$6,000
Workers Comp @ \$500 annually				\$500		\$500
etc.						
Purchase of Services						
Name of Provider	Services provided	Unit Cost/ Hourly Rate	Units/ Project Hours	Subgrant funds	Match	Project Total
Verizon	Cell phone	\$75/mo	12		\$900	\$900
etc.						
Travel, Transportation, Subsistence						
Purpose / Location		Item (ex # of miles)	Calc. (ex \$.31 per Mile)	Subgrant funds	Match	Project Total
Accompany victims to medical appts		10 miles 3 times per week	\$.31 per mile	\$483.60		\$483.60
etc.						

← Paid staff
← Volunteer

} List each benefit and total. In the budget narrative, list the benefits by each individual staff position.

← In this example, your new victim advocate's cell phone is paid for by another donor, so it counts towards the match.