

# Grant Budget & Finances Tips



Maryland  
Judiciary

<b>Tip 1</b>	<b>Provide a justification for all positions and expenditures.</b> Clarify how costs are calculated, including fringe.
<b>Tip 2</b>	<b>Understand indirect costs. No double budgeting</b> for overhead costs. It's either in the indirect cost pool or you account for it as a direct cost. It cannot be in both places.
<b>Tip 3</b>	<b>Make it clear if the grant funds will support part of a program that has other funding.</b> Be prepared to provide ongoing reporting on full program funding, in addition to reporting on Judiciary grant expenditures. In your data reporting, be able to clarify the percent of related performance which can be attributed to the grant, if required.
<b>Tip 4</b>	<b>If you are asking for more funds or positions, explain what value is being added to the program.</b> Use data to justify the additional positions/costs. If there is no planned increase in services, explain the cost increases. Make sure increases are reasonable.
<b>Tip 5</b>	<b>Plan for turnover.</b> Be realistic about how long it will take to fill new positions. <ul style="list-style-type: none"> <li>• Request partial year funding for the first year.</li> <li>• Denote the annualized cost of the position so we can plan for future years.</li> </ul>

When to Reach Out	Action
<p>If your organization has a <b>new name, address, or EIN.</b></p> <ul style="list-style-type: none"> <li>• We can't pay you promptly if this information changes so give us a heads up as soon as you know.</li> </ul>	<p>You'll need a new <b>I-9 form</b> and we have to complete a Vendor Maintenance Form</p>
<p><b>You didn't get a payment after 45-55 days.</b></p> <ul style="list-style-type: none"> <li>• Before reaching out to us, contact the One-Stop Vendor Payment Inquiry system. <a href="https://www.marylandtaxes.gov/divisions/gad/vendor-payments.php">https://www.marylandtaxes.gov/divisions/gad/vendor-payments.php</a>.</li> </ul>	<p>You may need to <b>pay outstanding taxes</b> or other state debts.</p>
<p><b>You want to use the funds differently</b> or for different positions than are detailed in the approved budget.</p>	<p>Use the TAB in your budget workbook to submit a <b>budget modification request.</b></p>
<p><b>You don't think you will use all grant funds.</b> If we see you do not appear to expending all funds, we may approach you about a reduction in the award as well.</p>	<p>We need to know by the 3<sup>rd</sup> Quarter.</p>