



REQUIRED & OPTIONAL SERVE INDIANA EXPENSES

Below are some required and optional items that Cost Reimbursement grants must add into their budget line items, and Fixed grants must account for. This is not inclusive of everything that must be included in your budget. Please read each section description in the Application Instructions carefully to ensure every section is completed thoroughly.

1. Section I. Program Operating Costs:

a. G. 1. Staff Travel:

- i. **REQUIRED:** Travel costs for 3 in-person PD trainings. Two of these trainings will be for two days. These trainings are usually held in the Indianapolis area so please account for mileage or a car rental, possible overnight hotel expenses, and per diems. Lunch is always provided at in-person trainings.
- ii. **Optional:** It is encouraged programs budget for 1 staff member to attend the [ASC National Service Conference](#) in Spring 2025.

b. I. Other Program Operating Costs:

- i. **REQUIRED:** Criminal History Checks for all applicable employees or individuals (further guidance on this is in the NOFO) via Truescreen must be included. Please include \$75 per person for this.
- ii. **REQUIRED:** Indiana AmeriCorps Directors Association (IADA): Programs must include a \$200 yearly flat fee in this budget line item for IADA support. You will be billed directly from IADA annually.
- iii. **REQUIRED:** OnCorps: All Serve Indiana programs must include a line item for the use of Serve Indiana's OnCorps system. The cost is \$75 per month for 12 months.

2. Section II. Member Costs:

a. B. Member Support Costs

- i. **FICA.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when AmeriCorps does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- ii. **Health Care.** Programs are required to offer health insurance to all Full-time members. Please ensure you are budgeting at least \$475/month per Full-time member.
- iii. **Worker's Compensation.** If the organization administering the AC grant provides worker's compensation to their employees, they must also cover AC members. If worker's compensation is not provided, organizations must provide Accidental Death & Dismemberment (ADD) insurance.

b. C. Member Travel

- i. **REQUIRED:** Budget travel expenses for all FT and THT members to attend a one-day Swearing-in Conference in Fall 2025. Depending on travel distant, overnight expenses may be incurred. Any members currently serving are welcome to attend, please budget accordingly. Lunch will be provided.