



New York State
Grants Gateway

Grants Gateway

Filling out the Salary section of an
Expenditure Budget



The Salary Detail Page

Salary Detail

In the Salary section only include staff positions related to the implementation and administration of the program. If Salary is not applicable leave this section blank.

Details

Position/Title	<input type="text" value="Program Director"/>
Role/Responsibility	<input type="text" value="Directing the program"/>
# in Title	<input type="text" value="1"/>

Financial

Annualized Salary Per Position	<input type="text" value="\$100,000.00"/>
STD Work Week (hrs)	<input type="text" value="40.00"/>
% Funded	<input type="text" value="20"/> %
# Months Funded	<input type="text" value="12"/>
Total Grant Funds	<input type="text" value="\$20,000.00"/>
Total Match Funds	<input type="text" value=""/>
Match %	0%
Total Other Funds	<input type="text" value=""/>
Line Total	\$20,000.00
Category Total	\$20,000.00

[Click here to see a summary of the detail entered for this category.](#)

[CATEGORY TOTAL SUMMARY](#)



The Salary Detail Page – Details Section

- **Position/ Title**
 - Enter the name of the position or title that you will be requesting grant funding for.
 - This field will end up on the contract if one is awarded. It may be useful/required to enter the person's name here as well.
 - This field allows for 55 characters
- **Role/Responsibility**
 - Describe what this person does and how it is important to the grant.
 - This field will not end up on a contract if one is awarded. It is only used for the application.
 - This field allows for 500 characters, but does not appear on the contract
- **# in Title**
 - How many people share this title. The system doesn't do the math here and you're usually asked to put in a new line for each person, so most times this will just be a "1"



The Salary Detail Page – Financial Section

- **Annualized Salary**
 - How much this person makes per year.
 - If this person does not work a full year, the number needs to be annualized
 - Take monthly salary and multiply by 12 or weekly salary and multiply by 52
- **STD Work Week (hrs)**
 - How many hours this person works per week (not hours on the project, but total hours for everything they do)
- **% Funded**
 - How much of this person's effort do you want the grant to fund
 - This would be an average throughout the year
- **# Months Funded**
 - How many months out of the year (period) do you want the grant to fund this person/position
 - Typically this will be out of 12 months, but some contract periods are more or less than a year
 - For a multi-year contract, you are filling the budget out for only one year



The Salary Detail Page – Financial Section (cont)

- **Total Grant Funds**
 - This the actual amount of this person’s salary that you are asking the grant to fund
 - This field is NOT calculated automatically – you must do the math
- **Total Match Funds**
 - If your grant application has a requirement or option for “matching” funds, enter the matching funds here
- **Match %**
 - If a Match is required, this field will show what match percentage is required
- **Total Other Funds**
 - If your grant application has a requirement or option for “other” funds, enter the other funds here
 - This field allows you to show other funds that make up the total salary for this position, if necessary



The Formula for Total Grant Funds

Annualized Salary x Percent Funded ÷ 12 x Number of Months

Example 3

Financial

Annualized Salary Per Position	\$65,000.00 *
STD Work Week (hrs)	40
% Funded	100.0%
# Months Funded	12
Total Grant Funds	\$65,000.00 *
Total Match Funds	
Match %	0%
Total Other Funds	

$$\begin{array}{r}
 \$65,000 \text{ salary} \\
 \times \\
 100 \text{ percent funded} \\
 \div \\
 12 \text{ months in a year} \\
 \times \\
 12 \text{ months funded} \\
 = \\
 \$65,000
 \end{array}$$

NOTES: STD Work Week (hrs) does not affect the calculation; round to use whole numbers



The Formula for Total Grant Funds

Annualized Salary x Percent Funded ÷ 12 x Number of Months

Example 1

Financial

Annualized Salary Per Position	\$100,000.00 *
STD Work Week (hrs)	40.00
% Funded	20 %
# Months Funded	12
Total Grant Funds	\$20,000.00 *
Total Match Funds	
Match %	0%
Total Other Funds	

$$\begin{array}{r}
 \$100,000 \text{ salary} \\
 \times \\
 20 \text{ percent funded} \\
 \div \\
 12 \text{ months in a year} \\
 \times \\
 12 \text{ months funded} \\
 = \\
 \$20,000
 \end{array}$$

NOTE: STD Work Week (hrs) does not affect the calculation



The Formula for Total Grant Funds

Annualized Salary x Percent Funded ÷ 12 x Number of Months

Example 2

Financial

Annualized Salary Per Position	\$100,000.00 *
STD Work Week (hrs)	35
% Funded	20.00%
# Months Funded	10
Total Grant Funds	\$16,666.00 *
Total Match Funds	
Match %	0%
Total Other Funds	

$$\begin{aligned}
 & \$100,000 \text{ salary} \\
 & \quad \times \\
 & 20 \text{ percent funded} \\
 & \quad \div \\
 & 12 \text{ months in a year} \\
 & \quad \times \\
 & 10 \text{ months funded} \\
 & \quad = \\
 & \$16,666.00
 \end{aligned}$$

NOTES: STD Work Week (hrs) does not affect the calculation; round to use whole numbers



The Formula for Total Grant Funds

Annualized Salary x Percent Funded ÷ 12 x Number of Months

Example 4

Financial

Annualized Salary Per Position	\$65,000.00 *
STD Work Week (hrs)	40
% Funded	80.00%
# Months Funded	12
Total Grant Funds	\$52,000.00 *
Total Match Funds	
Match %	0%
Total Other Funds	

$$\begin{array}{r}
 \$65,000 \text{ salary} \\
 \times \\
 80 \text{ percent funded} \\
 \div \\
 12 \text{ months in a year} \\
 \times \\
 12 \text{ months funded} \\
 = \\
 \$52,000
 \end{array}$$

NOTES: STD Work Week (hrs) does not affect the calculation; round to use whole numbers