

Basic Budget Exercise – Use One per FFVP School
Michigan Fresh Fruit and Vegetable Program (FFVP)

You Will Need:

- School or district-wide calendar for the school year
- Calculator
- FFVP grant award amount for the school year

Budget Exercise:

1. Enter the number of weeks in the school year that you plan to operate FFVP, taking into account an October 1 start, unless early allocation was requested:

_____ weeks

2. Enter the total grant amount for the school for the entire school year:

\$ _____

3. Enter the total grant amount from #2 and multiply by 0.1 (Question #2 x 0.1):

\$ _____

This is the maximum amount you can spend on administrative costs, including large equipment purchases.

4. If billing administrative costs, enter the total grant amount from #2 and multiply by 0.9 (Question #2 x 0.9):

\$ _____

This is the approximate amount you will spend on operating costs, if charging administrative costs.

If no administrative costs are planned to be billed to the grant, re-enter the total grant amount on this line:

\$ _____

Final Amounts:

Enter the appropriate operating cost amount from Question #4:

\$ _____

FFVP operating cost for school year

Divide this by the number of weeks of operation from Question #1 (Question #4 divided by Question #1):

\$ _____ per week

Approximate FFVP operating cost to budget per week

Please remember that you have a maximum of 60 days from the end of the month to submit your claims!