

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.

_____ weeks

2. Enter the total grant amount for the school for the fiscal year (October -September)

\$ _____

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 and billing for administrative costs.

4. 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 (Question #2) 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