MAPP Budget Worksheet

This worksheet identifies major categories where project costs might be incurred. A good way to begin completing the worksheet is by asking the question, "What is it going to take to carry out the planning process?" While the answer to this question will undoubtedly vary depending upon the unique characteristics and circumstances of the community, common costs within each category are presented below, along with questions for consideration. Be sure to identify in-kind resources to fully document the actual costs of the project and recognize the commitments being made by the participating agencies.

Personnel
The efforts of the MAPP Committee, subcommittees, and additional community participants must be supported by identified project staff. Staff will be needed to obtain requested documents and other information, provide support (i.e., organize meetings, take minutes, or conduct follow-up work), and to organize the participants' work. The first step in completing the personnel budget is to identify staff members that are available or needed to support the process. Questions to consider include:
??   Will you need to hire a full-time planner to staff the process?

??   Will you need other new full- or part-time staff, such as a secretary, administrative assistant, or an epidemiologist?

??   Which staff members from participating organizations will support the planning effort? (Include in the budget only those persons who will be providing staff support to the process, not those who will be participating exclusively as committee or subcommittee members.)

After identifying staff needs, indicate the full-time salary for each position and the proportion of staff time to be assigned to the MAPP process. Multiplying columns (b) by (c) will result in the resources needed to support each identified positions. Then, working with the Core Support Team and other key participants, identify the sources of support (either new or in-kind) for each position.

Personnel (a)	FTE Salary (b)	% Time (c)	Total Cost (d)	Source (e)
Example: Health Planner	*$35,000*	*65%*	*$22,750*	*Local Health Department (in-kind)*

Contractual Costs
Contractual costs may take the form of either consultant agreements or contracts with other organizations to carry out specific components of the effort (such as conducting a community survey, data analysis, etc.). Questions to consider include:

?? Are there necessary activities for which the project staff lack either the time or skill to perform? Could these be carried out by a consultant or another agency?

?? Is a consultant needed for a single task (such as data collection or facilitation) or to manage and document the entire process? (This will depend, in part, on the availability of existing staff to provide in-kind support).

?? Will the consultant be paid by the hour, by project component, or on a flat-fee basis? Agreeing upon a figure based on project component or the total project may eliminate the risk of having to pay a consultant for accruing more hours than anticipated.

?? Are there certain partners that can/should carry out a component of the project?

?? Should facilitation services be brought into the process?

Use column (a) below to identify the individual or organizational contractor to be engaged for your MAPP process. The scope of service (e.g., analyzing community health status data, facilitating visioning sessions, managing the process, etc.) should then be identified (b), along with the unit of service (e.g., hour, day, task, or project) (c) and the total units needed (d). Multiplying column (d) by column (e) will yield the total contractual costs for the process.

Contractor (a)	Service Scope (b)	Service Unit (c)	Total Units (d)	Unit Cost (e)	Total Cost (f)	Source (g)
Example: Jane Smith	*Facilitate 5 meetings*	*Hour*	*10*	*$50*	*$500*	*United Way*

Other Costs
A variety of other costs will likely be incurred throughout the MAPP process.   Identify whether these costs will be supported through in-kind contributions or if they will require new sources of funding.

??   Meeting space will be needed through the process. Some activities will require large meeting rooms (i.e., community meetings). If participating agencies lack the sufficient meeting space to accommodate larger meetings, space may need to be rented. To determine space costs, estimate the number of meetings to be held and the length of each meeting.

??   Equipment such as computers or fax machines may be needed to create interim reports as well as the final document.

??   Funds may be needed to reimburse some participants for travel to and from the planning meetings, including parking, public transportation, or mileage reimbursement.

??   Supplies for meetings may include flipcharts, markers, binders for participant materials, and name badges.

??   Other items may include books for staff to better research and understand a key issue and refreshments for committee meetings.

??   Postage costs are often underestimated. In addition to meeting notices and materials, it is likely that interim and draft reports will need to be mailed as well.

??   Copying costs should be considered for meeting materials, interim and draft reports, and reproduction of the final plan.

Expense (a)	Quantity (b)	Per unit cost (d)	Total Cost (f)	Source (g)
Example: Computer	*2*	*$1200*	*$2400*	*New*
Example: Large meeting hall for community meetings	*6*	*$200*	*$1200*	*In-kind (donated by county)*