

REQUIRED SERVE INDIANA EXPENSES

Below are some required 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) must be included to cover the NSOPW, state check, and FBI check. 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.
 - 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. You will be billed directly from OnCorps for the year.
2. Section II. Member Costs:
 - a. B. Member Support Costs
 - i. FICA. Please read further in the instructions on this requirement. This is the responsibility of the program.
 - ii. Health Care. Programs are required to offer health insurance to all Full-time members. Please ensure you are budgeting at least \$450/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 November 2024. Depending on travel distant, overnight expenses may be incurred. Any members currently serving are welcome to attend, please budget accordingly. Lunch will be provided.
 - ii. **REQUIRED:** Budget \$200 per person for registration and mileage costs for all FT and THT members to attend a two-day AmeriCorps Retreat in Spring 2025. In past this has been held at [Bradford Woods](#). Any

members currently serving are welcome to attend, please budget accordingly. Lunch and dinner will be provided.