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NAZA/Metro Budget Guidance for NAZA Funds Recipients

NAZA-funded partners should consult Metro Grants Manual for complete information about budget guidance. This is a supplemental document to provide additional details for NAZA-specific items.

Budgets/Budgets

The budget is integral to the appropriation process in that it provides Metro insight as to how the funds will be used. The budget and the line-item detail must be sufficiently specific to accommodate proper controls and facilitate expenditure reviews.

The budget format should be used to affect an expedited budget review. For line items that will be funded, complete as appropriate. If a line item will not be funded, indicate such with “0.00” dollar amounts. Any changes in the budget in the contract that exceeds 10% of the line-item from where it is moved must be approved in advance by the NAZA Authorized Personnel.

Changes to line-items previously unbudgeted or budgeted at “\$0.00”, must be preapproved by the NAZA Authorized Personnel. Any changes in the budget more than the 10% or new line-items not previously approved by NAZA may be subject to question costs during a monitoring review. *Any budget amendment that involves increase in budget must be approved by Metro Council.*

THE TOTAL REQUESTED BUDGET CAN NOT EXCEED THE PROPOSED NUMBER OF YOUTH SLOTS X \$1,355 for afterschool programs.

For example, if a program’s goal is 30 youth slots, the total afterschool budget request equation would be, “30 x \$1,355 = \$40,650”

MAXIMUM PER SLOT COST FOR SUMMER PROGRAM is \$320 per week for programs offering 8 hours x 5 days. Each youth represents a programming rate of \$8 per hour, per slot.

For example, a program that is offered for 4 weeks, 5 days a week x 8 hours per day may apply for \$1280 per slot. ($\$320 \times 4 = \1280)

Alternatively, programs can calculate the 1 hour of programming at the rate of \$8 per slot and respectively budget for the program if the program is less than 8 hours.

Please look below for the proper calculation of a 4-week summer program targeting 20 slots, offering services 5 days/week at 6 hours/day.

Summer Program Budget Calculation Example (Calculation based on info above)

- Step 1: 6 hours x 5 days = 30 hrs per week per slot
- Step 2: 30 hours x \$8 per slot = \$240
- Step 3: \$240 per slot x 4 weeks = \$960 per slot for the 4-week program
- Step 4: 20 youth x \$960 = \$19,200 (Final Summer Budget Amount)

The budget template is attached as an Annex 3. Applicants, that choose to program both during the school year and summer must fill in both respective budget sections and explain their budget line items.



Charter School Transportation

NAZA does not directly pay for Charter School transportation expense due to Charters using private busing companies and not MNPS transportation. Partners choosing to program at a Charter School location are responsible for communicating with the school to gain knowledge all things relevant to procure transportation for their afterschool program. This includes understanding the transportation daily rate, payment methodology, and method of adding students to bus route.

As potential partners, the cost of transportation can be requested as an additional expense to your final budget. Providing funding directly to Partners is the most efficient method to ensure payments are made to the school or private busing company.

For example, if you are requesting to serve 20 students, the award calculation would be \$27,100. However, if an organization is planning serve at a charter school and the bus rate is \$20,000 for the school year, the organization can add that amount to their final budget amount, equaling \$47,100.

For more details and questions, please reach out to NAZA Operations Manager at joshua.love@nashville.gov

Other Funding Sources

Some NAZA-funded programs operate only with NAZA funding; others have additional grants to supplement the slots. Programs, that co-fund NAZA slots, should include information on their budget (Annex 3 of the application) about how much additional funds they invest towards NAZA-funded slots and what the funding source is (e.g. 21st Century funds, Maddox fund, etc.)

Note: We are only asking to share additional funding information if you are applying it towards the same number of youths that you propose to serve through NAZA funding.

An example of that would be, if an organization receives \$40,000 from NAZA to serve 30 students and also receives \$30,000 from another funder to serve the same 30 youth, then that \$30,000 will need to be included in the budget proposal and the source need to be identified.

If that additional \$30,000 will be allocated to additional 20 youth, then that information does not need to be included on the budget.

Allowable/Unallowable and Other Information

For more Allowable/Unallowable Costs, Indirect Cost, Cost Allocation Plans or other budget details, please review [Metro Nashville Non-Profit Grants Manual](#).

Invoicing and Reporting

Upon the completion of the contract process (when the contract is filed with Metro Clerk), NAZA partners will receive a copy of the council approved contract and only then the invoices may be submitted and processed for payment. Invoices should be based on the format provided with the signed copy of the grant contract, and should be consistent with the payment terms of the contract. Each invoice should clearly show:

- Amount invoiced per line item for invoice period,
- Amount invoiced per line item to date,
- Total amount invoiced for the period, and
- Total amount invoiced to date.

NAZA partners are allowed to charge staff time to Metro for the month of August 2025 for program planning and student recruitment for afterschool programs as well as for the month of May 2026 for the same purposes, if planning to program in June. No expenses should be charged to NAZA for July 2025, if no program is offered in July.



Invoices will not be reviewed and processed for payment until such time as all required contract approvals are complete and the contract has been filed with the Metro Clerk.

**Please Note: Cursive or Print signatures are no longer accepted for invoicing. If Partners want have a digital signature, follow the instructions on the [Add or remove a digital signature for Microsoft 365 files](#) link.*

Invoices should be submitted to designated link provided on the NAZA Operations Linktree, <https://linktr.ee/nazaoperationforms>.

If needed mail to:
Nashville After Zone Alliance,
615 Church St,
Nashville, TN 37219
or email to teriz.fahmy@nashville.gov

NAZA Operations unit will review submitted invoices and after approval, will submit the invoices to the Metro Payment Services for processing and payment.

Payment Methodology

NAZA will issue up to 50% advance payment with the first invoice to enable programs to procure necessary supplies for beneficiary youth and hire qualified staff to enable proper programming from the beginning of the year.

The first invoice will be processed after the contract is filed with Metro Clerk, and within 30 days of the invoice receipt date.

The second invoice of up to 40% of the awarded funds will be disbursed in February, based on the actual expenditures of the programs. The third and last invoice of up to 10% needs to be submitted no later than July the 10th, 2026.

**The same invoicing terms applies to organizations receiving funds for summer only.*

Eligible expenses for any fiscal year are the expenses that have been made by June 30th of the current year.

Please note that the documentation of the actual expenditure of the total appropriation must be retained for monitoring purposes.

Reporting

All NAZA-funded agencies will submit a quarterly expenditure report and an annual narrative report. All report templates will be provided by NAZA.

Expenditure Report

All grantees must submit expenditure reports four times a year to reconcile grant receipts with grant revenues. NAZA will monitor fund recipients for compliance with reporting requirements. Organizations exclusively providing summer programming are only required to submit the first and fourth expenditure report. Failure to comply with the reporting requirements would constitute a violation of the grant contract.

Additionally, organizations may receive a request to provide financial documentation such as general ledger, payroll information, and anything else that may support expenses.



The expenditure reports should be in the format shown on Annex 5 and be accompanied by general ledgers and payrolls must be attached to each financial report. The quarterly expenditure reports are need every three months and the schedule is as follows:

Expenditure Reporting Timeline	Due Date
July 1 – September 30	October 15
October 1 - December 31	January 20
January 1 – March 31	April 15
April 1 – June 30 (Final Annual Report)	July 10

Program Report

All grantees must submit programmatic report once a year to explain how the grant has been used on behalf of the citizens of Davidson County. The report is due following the summer programming. The deadline to complete is July 10. Failure to comply with the program reporting requirements would constitute a violation of the grant contract.

Monitoring and Audit

NAZA operations team will monitor the contracted agencies for contract and quality compliance. The primary objectives of the monitoring review by NAZA will be:

- a) To determine whether the agency has the resources and capacity to administer the grant funds.
- b) To test if costs and service are allowable and eligible.
- c) To verify that program objectives are being met.
- d) To test the reliability of the financial and programmatic reporting.
- e) To verify contractual compliance.

Metro may randomly choose to audit any NAZA funds recipient agency.

All recipients should maintain their grant records and all documents supporting the spending for at least three years.



APPENDIXES

Appendix A – Budget Template

Metropolitan Government of Nashville and Davidson County/Nashville Public Library/ NAZA				
Funds For FY 2025 Program				
ORGANIZATION NAME		CONTRACT # (Office Use):		
PROGRAM NAME		START DATE:		
ADDRESS		END DATE:		
CITY, STATE & ZIP		CONTACT PERSON		
FEDERAL ID # (EIN)		CONTACT TELEPHONE	(615) _____ - _____	
COST CATEGORIES	TOTAL BUDGET REQUEST	BUDGET EXPLANATION/DETAILS		OTHER FUNDING Funding amount from other sources invested in serving the same number of slots requested from NAZA
Grantor name				
After-School Programs		After-school program starts 09/03/2024 Per slot rate for afterschool is \$1,355		
Salaries and Wages	0.00	Number of staff x Number of hours and hourly rate charged to this grant or percentage of salary for each charged to this grant		
Benefits and Taxes	0.00	Types of benefits, rates and number of staff, whose benefits are charged to this grant		
Total Personnel Expenses	0.00			
Office Supplies	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Communications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Postage and Shipping	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Occupancy	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Equipment Rental and Maintenance	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Printing and Publications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Travel/Conferences & Meetings	0.00	Milage, parking and other travel unit cost and unit number		
Insurance	0.00	Unit cost or % of total cost charged to this grant		
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	0.00	Per youth average cost or cost per purchase type		
Transportation	0.00	Daily rate, number of days separated by afterschool and summer (if applicable)		
Field Trips	0.00	Per youth average cost or cost per trip and estimated number of youth participating		
Professional Fees/Enhancement partners	0.00	Any contracted services, including external enhancement partners- cost per contract or per hour/class		
Other Non-Personnel	0.00	Anything else that is part of programming cost but is not listed		
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan.		
Total Non-personnel	0.00			
Afterschool sub-total	0.00			
Summer Programs		Summer program funded in this cycle is July 1-31,2024 and June 1- 30, 2025 Per slot rate for summer to be calculated at \$8 an hour per slot. Maximum cost per youth slot for summer program is \$320 per week for partners programming 5 days per week for 8 hours per day.		
Salaries and Wages	0.00	Number of staff x Number of hours and hourly rate charged to this grant or percentage of		
Benefits and Taxes	0.00	Types of benefits, rates and number of staff, whose benefits are charged to this grant		
Total Personnel Expenses	0.00			
Office Supplies	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Communications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Postage and Shipping	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Occupancy	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Equipment Rental and Maintenance	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Printing and Publications	0.00	Estimated unit number and unit cost or % of total cost charged to this grant		
Travel/Conferences & Meetings	0.00	Milage, parking and other travel unit cost and unit number		
Insurance	0.00	Unit cost or % of total cost charged to this grant		
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	0.00	Per youth average cost or cost per purchase type		
Field Trips	0.00	Per youth average cost or cost per trip and estimated number of youth participating		
Professional Fees/Enhancement partners	0.00	Any contracted services, including external enhancement partners- cost per contract or per hour/class		
Other Non-Personnel	0.00	Anything else that is part of programming cost but is not listed		
Indirect Cost	0.00	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan.		
Total Non-personnel	0.00			
Summer sub-total	0.00			
TOTAL	0.00			



Appendix B- Invoice Template

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY						
INVOICE FOR PAYMENT						
Mail or submit via email to: Nashville After Zone Alliance at NPL attn: Teriz Fahmy						
615 Church Street						
Nashville, TN 37219						
Teriz.Fahmy@Nashville.gov						
ORGANIZATION NAME		INVOICE DATE:				
PROGRAM NAME		FOR THE PERIOD(S):				
ADDRESS		CONTRACT PERIOD				
CITY, STATE & ZIP		CONTRACT #:				L-
FEDERAL ID # (EIN)		CONTACT PERSON				
		TELEPHONE # :				
		EMAIL ADDRESS:				
COST CATEGORIES	TOTAL APPROVED BUDGET (note: any changes to the contract Spending Plan must be first approved by Grantor)	Invoice 1 (Up to 50%)	Invoice 2 (Up to 40%)	Invoice 3 (Up to 10%)	COMMENTS	
Salaries and Wages	\$ -	\$ -	\$ -	\$ -		
Benefits and Taxes	\$ -	\$ -	\$ -	\$ -		
Total Personnel Expenses	\$ -	\$ -	\$ -	\$ -		
Office Supplies	\$ -	\$ -	\$ -	\$ -		
Communications	\$ -	\$ -	\$ -	\$ -		
Postage and Shipping	\$ -	\$ -	\$ -	\$ -		
Occupancy	\$ -	\$ -	\$ -	\$ -		
Equipment Rental and Maintenance	\$ -	\$ -	\$ -	\$ -		
Printing and Publications	\$ -	\$ -	\$ -	\$ -		
Travel/Conferences & Meetings	\$ -	\$ -	\$ -	\$ -		
Insurance	\$ -	\$ -	\$ -	\$ -		
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	\$ -	\$ -	\$ -	\$ -		
Afterschool/Summer Transportation						
Field Trips	\$ -	\$ -	\$ -	\$ -		
Professional Fees/Enhancement partners	\$ -	\$ -	\$ -	\$ -		
Other Non-Personnel	\$ -	\$ -	\$ -	\$ -		
Indirect Cost	\$ -	\$ -	\$ -	\$ -		
Total Non-personnel	\$ -	\$ -	\$ -	\$ -		
Grand total	\$ -	\$ -	\$ -	\$ -		
Total %		#DIV/0!	#DIV/0!	#DIV/0!		
I certify to the best of my knowledge and belief that that above is correct and the amount invoiced is in accordance with the contract conditions and that payment is due and has not been previously paid.						



Appendix C-Expense Report Template

Metro Government of Nashville/Nashville Public Library			
NAZA Funds for FY 2025			
EXPENDITURE REPORT			
NAME			CONTRACT #:
ADDRESS			START DATE:
CITY, STATE & ZIP			END DATE:
			CONTACT PERSON
FEDERAL ID #			CONTACT TELEPHONE

NOTE: PLEASE USE THIS SAME TEMPLATE FOR BOTH OF YOUR REPORTS SO THAT ANNUAL ACTUAL EXPENDITURE IS CAPTURED CORRECTLY

COST CATEGORIES	TOTAL APPROVED NAZA BUDGET (OR APPROVED REVISION)	TOTAL ACTUAL EXPENDITURES FOR THE FIRST SEMESTER (Due October 15)	TOTAL ACTUAL EXPENDITURES FOR THE Second SEMESTER (Due January 15)	TOTAL ACTUAL EXPENDITURES FOR THE FIRST SEMESTER (Due April 15)	TOTAL ACTUAL EXPENDITURES FOR THE Second SEMESTER (Due July 10)	TOTAL ACTUAL EXPENDITURES FOR THE YEAR)	FOR OFFICE USE	
							VARIANCE ACTUAL TO BUDGET	COMMENTS
Salaries and Wages	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Benefits and Taxes	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Total Personnel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Communications	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Postage and Shipping	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Occupancy	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Equipment Rental and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Printing and Publications	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Travel/Conferences & Meetings	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Afterschool/Summer Transportation	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Field Trips	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Professional Fees/Enhancement partners	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Other Non-Personnel	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Indirect Cost	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Total Non-personnel	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	

I certify to the best of my knowledge and belief that the above represents total expenditures incurred for the purposes of NAZA programming.

	RECIPIENT			(OFFICE ONLY)
AUTHORIZED SIGNATURE:				REVIEWER:
TITLE				TITLE
DATE				DATE