

## **Finland Food Chain Guidelines for Managing Your Award Budget**

**Congratulations on your project being funded. This document is designed to help with the smooth money management throughout your project.**

### **For Supplies/Printing/Postage:**

- Keep all receipts and invoices for anything you purchase. A copy must be submitted with your reimbursement request. Please use our reimbursement form: [friendsoffinland.org/wp-content/uploads/Food-Chain-Expense-Reimbursement-Form.pdf](http://friendsoffinland.org/wp-content/uploads/Food-Chain-Expense-Reimbursement-Form.pdf)

### **For Contracted Services:**

- Have the individual or business submit an invoice with the date, service provided and the amount owed. Turn in a copy of the invoice with the reimbursement request. If the amount is \$50 or over, the invoice can be submitted to Finland Food Chain Project Coordinator, Honor Schauland, who will make sure it is paid.
- If the service is more of an honorarium, you can document the date, services and amount to be given to the individual. If the amount is \$50 or over, the invoice can be submitted to the Finland Food Chain Project Coordinator who will make sure it is paid.

### **Mileage**

- Mileage is reimbursed at the current rate of \$0.58 a mile. Please fill out the mileage section of the reimbursement form.

### **Compensating Group Members:**

The following are a few suggested ways of managing the stipends for group members for participation. Please identify how the group intends to manage stipend payment and let the Project Coordinator know what process you intend to use throughout your project. You may choose one of the methods below or your group can come up with your own method.

The main goals of these suggestions are to ensure that everyone in the group agrees on and understands how stipends will be distributed and that there is a clear plan if any disagreements about how the funds are divided up arise.

### **Task Based Approach**

If your project is easily broken down into discrete tasks completed by one individual in the group, your group can break down the tasks, identify the person responsible and assign a monetary value to each of the tasks. The monetary value can be determined by the complexity of the task and an estimated amount of hours needed to complete the

task. Once the task is completed to the group's satisfaction by the individual, the individual can submit a payment request.

Example: Your team's project includes a survey, interviews of producers and a report on the findings. Your team decides the following:

- the survey will take the least amount of time to create and administer and it will be done by one individual on the team;
- the interviews will be the most time consuming. Each interview will be done by one person but all team members will at some point do an interview so an amount per interview is determined based on the estimated time to prepare for and complete an interview;
- the report is the most complex because it is pulling all of the information together. One individual will do most of the work and that person is given the largest portion of the money allocated to that task with a small amount given to the other team members for feedback and edits of the report.

### **Percentage of Work Approach**

While the stipend is not intended to pay at an hourly rate, team members can track their hours throughout the project. At designated times throughout the project (ie. monthly or quarterly or halfway and end) the group aggregates the hours and then disperses the stipend based on the percentage of time that each person has put in based on the total hours of work completed so far.

Example: Your group has asked for \$1000 for the project that lasts the year. You all have decided to disperse the money quarterly (\$250/quarter) based on the percentage of work put in. After the first quarter the group submits their hours, person 1 put in 10 hours, person 2 put in 14 hours and person 3 put in 3 hours on the project. So person 1 will be paid 37% (\$92.50) of the stipend, person 2 will be paid 52% (\$130) and person 3 will be paid 11% of the stipend this quarter (\$27.5).

### **Hybrid Approach**

You may find that it works best to divide some of the tasks out to a single individual for an identified amount of money upon completion of the task. For parts of the project that require an integrated team approach, track hours of the members and identify stipend amounts based on the percentage of work completed by each team member.

### **Important Note**

If no requests for funds have been forwarded for reimbursement for 60 days we will consider the project to be non-functioning and will re-allocate your awarded funds to another source unless prior arrangements have been made with the coordinator.