

Budget Narrative/Justification – Sample Format

NOTE : Applicants requesting funding for a multi-year grant program are REQUIRED to provide a detailed Budget Narrative/Justification for EACH potential year of grant funding requested.

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$47,700	\$23,554	\$0	\$71,254	<p>Federal Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700</p> <p>Non-Fed Cash Officer Manager (name) = .5FTE @ \$47,108/yr = <u>\$23,554</u></p> <p>Total \$71,254</p>
Fringe Benefits	\$17,482	\$8,632	\$0	\$26,114	<p>Federal Fringe on Project Director at 36.65% = \$17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)</p> <p>Non-Fed Cash Fringe on Office Manager at 36.65% = \$8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)</p>

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Travel	\$4,707	\$2,940	\$0	\$7,647	<p>Federal Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles \$2,457 Lodging: 15 days @ \$110/day \$1,650 Per Diem: 15 days @ \$40/day <u>\$600</u> Total \$4,707</p> <p>Non-Fed Cash Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ \$500 \$1,500 Lodging: 3 days x 3 staff @ \$120/day \$1,080 Per Diem: 3 days x 3 staff @ \$40/day <u>\$360</u> Total \$2,940</p>
Equipment	\$10,000	\$0	\$0	\$10,000	<p><i>No Equipment requested OR:</i> Call Center Equipment Installation = \$5,000 Phones = <u>\$5,000</u> Total \$10,000</p>
Supplies	\$3,700	\$5,760	\$0	\$9,460	<p>Federal 2 desks @ \$1,500 \$3,000 2 chairs @ \$300 \$600 2 cabinets @ \$200 \$400</p> <p>Non-Fed Cash 2 Laptop computers \$3,000 Printer cartridges @ \$50/month \$300 Consumable supplies (pens, paper, clips etc...) @ \$180/month <u>\$2,160</u> Total \$9,460</p>

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification										
Contractual	\$30,171	\$0	\$0	\$30,171	<p>(organization name, purpose of contract and estimated dollar amount)</p> <p>Contract with AAA to provide respite services:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">11 care givers @ \$1,682 =</td> <td style="text-align: right;">\$18,502</td> </tr> <tr> <td style="padding-left: 40px;">Volunteer Coordinator =</td> <td style="text-align: right;"><u>\$11,669</u></td> </tr> <tr> <td style="padding-left: 40px;">Total</td> <td style="text-align: right;">\$30,171</td> </tr> </table> <p><i>If contract details are unknown due to contract yet to be made provide same information listed above and:</i></p> <p>A detailed evaluation plan and budget will be submitted by (date), when contract is made.</p>	11 care givers @ \$1,682 =	\$18,502	Volunteer Coordinator =	<u>\$11,669</u>	Total	\$30,171				
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Total	\$30,171														
Other	\$5,600	\$0	\$5,880	\$11,480	<p>Federal</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">2 consultants @ \$100/hr for 24.5 hours each =</td> <td style="text-align: right;">\$4,900</td> </tr> <tr> <td style="padding-left: 40px;">Printing 10,000 Brochures @ \$.05 =</td> <td style="text-align: right;">\$500</td> </tr> <tr> <td style="padding-left: 40px;">Local conference registration fee (name conference) =</td> <td style="text-align: right;"><u>\$200</u></td> </tr> <tr> <td style="padding-left: 40px;">Total</td> <td style="text-align: right;">\$5,600</td> </tr> </table> <p>In-Kind</p> <p>Volunteers</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">15 volunteers @ \$8/hr for 49 hours =</td> <td style="text-align: right;">\$5,880</td> </tr> </table>	2 consultants @ \$100/hr for 24.5 hours each =	\$4,900	Printing 10,000 Brochures @ \$.05 =	\$500	Local conference registration fee (name conference) =	<u>\$200</u>	Total	\$5,600	15 volunteers @ \$8/hr for 49 hours =	\$5,880
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15 volunteers @ \$8/hr for 49 hours =	\$5,880														
Indirect Charges	\$20,934	\$0	\$0	\$20,934	<p>21.5 % of salaries and fringe = \$20,934</p> <p>IDC rate is attached.</p>										
TOTAL	\$140,294	\$40,886	\$5,880	\$187,060											

Budget Narrative/Justification --Template

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Fringe Benefits					
Travel					
Equipment					
Supplies					
Contractual					
Other					
Indirect Charges					
TOTAL					