

Fiscal Year 2024 AmeriCorps Seniors Foster Grandparents Program (FGP) and Senior Companion Program (SCP) Replacement and Expansion Opportunity

SAMPLE BUDGET NARRATIVE

This resource is for reference only, not for replication.

Section I. Volunteer Support Expenses

A. Project Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount	Excess Amount
Project Director - 1 FTE @ \$66,000 annually: - 1 person(s) at 66,000 each x 100 % usage	66,000	0	66,000	0
Project Assistant - 0.55 FTE @ \$43,800 annually: - 1 person(s) at 43,800 each x 55 % usage	24,090	0	24,090	0
Data Specialist - 0.4 FTE @ 48,660 annually: - 1 person(s) at 48,660 each x 40 % usage	0	19,464	19,464	0
Category Totals	90,090	19,464	109,554	0

Table 1 Sample budget narrative Section I.A.

B. Personnel Fringe Benefits

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
FICA: 7.65% of total compensation (all budgeted staff)	6,892	1,489	8,381	0
Health Insurance: PD - 11.4% of salary (7,524), PA - 18.2% of salary (4,384), DS - 17% of salary (3,309)	11,908	3,309	15,217	0
Retirement: 5.8% of total compensation (all budgeted staff)	5,225	1,129	6,354	0
Life Insurance: \$778 annual premium per person for basic benefit. (Employees cover costs for expanded coverage.) x 1.95 FTE	1,206	311	1,517	0
Workers Comp: Workers Comp: Based on 2.37% of compensation (all budgeted staff)	2,135	461	2,596	0
Category Totals	27,366	6,699	34,065	0

Table 2 Sample budget narrative Section I.B.

C. Project Staff Travel

1. Local Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Staff travel (PD and PA) for site visits, project material distribution, recruitment, etc: Average 300 mi/month x \$.675/mi (per organizational policy)	2,430	0	2,430	0
Category Totals	2,430	0	2,430	0

Table 3 Sample budget narrative Section I.C.1.

2. Long Distance Travel

Purpose -Destination -Other Travel -Trans. Amount -Meals/Lodging	CNCS Share	Grantee Share	Total Amount	Excess Amount
PD and PC travel to CNCS-sponsored TTA (annual convening): per diem - \$79/day x 4 days (@ 75% on first and	2,500	307	2,807	0

last days); lodging - \$258 x 3 nights; round trip airfare - \$303; local transportation - \$50 (est) - Meals/Lodging 2,101 Trans 706 Other 0				
Category Totals	2,500	307	2,807	0

Table 4 Sample budget narrative Section I.C.2.

D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount	Excess Amount
Category Totals				

Table 5 Sample budget narrative Section I.D.

E. Supplies

Item/ Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Basic office supplies, copier paper, toner and ink cartridges, folders, etc: Average \$85 per month (based on historical data for similar programs)	1,020	0	1,020	0
Postage: Estimated 125 pieces per month at .66 per piece	990	0	990	0
Laptop, mouse, keyboard, external monitor, printer for PD: estimated \$850	850	0	850	0
Program Supplies: program materials for service delivery (avg cost \$50/month per site x 13 sites)	7,800	0	7,800	0
Category Totals	10,660	0	10,660	0

Table 6 Sample budget narrative Section I.E.

F. Contractual and Consultant Services

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Photocopier rental and maintenance contract: \$136/month x .1625 (1.95 FTE allocated to this project of 12 total staff)	0	265	265	0
Payroll Services: \$35 monthly fee to process payroll x .25 (3 individuals allocated to this project of 12 total staff - payroll based on individuals rather than FTE)	0	105	105	0
3-day volunteer engagement training (agenda includes recruitment, screening and placement, orientation and training, supervision, evaluation, and recognition) for 2 staff to enhance their skills and share knowledge with service site staffs (\$675/pp):	0	1,350	1,350	0
Category Totals	0	1,720	1,720	0

Table 7 Sample budget narrative Section I.F.

I. Other Volunteer Support Costs

Item	CNCS Share	Grantee Share	Total Amount	Excess Amount
Criminal Background Check:	0	0	0	0
National Service Criminal History Checks for 2 new staff and 11 volunteers - \$88 each (1 existing staff member has current and complete NSCHC; historical records show that 85% of volunteer with current and complete NSCHC checks return):	1,144	0	1,144	0

Technology: office phones, internet, cell phone service @ \$360/month x .1625 (1.95 FTE allocated to this project of 12 total staff):	0	702	702	0
Office space rent at \$766/month x .1625 (1.95 FTE allocated to this project of 12 total staff):	1,494	0	1,494	0
Category Totals	2,638	702	3,340	0

Table 8 Sample budget narrative Section I.I.

J. Indirect Costs

Calculation -Rate Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount	Excess Amount
Provisional: Total Direct Costs: Provisional rate is 12.25% of modified total direct costs (519,845); Amount claimed is 6.9% of modified total direct costs, with a rate of 12.25 and a rate claimed of 6.9	17,913	17,956	35,869	0
Category Totals	17,913	17,956	35,869	0

Table 9 Sample budget narrative Section I.J.

Section Totals	153,597	46,848	200,445	0
PERCENTAGE	76.63%	23.37%		

Table 10 Sample budget narrative Section I. Subtotals

Section II. Volunteer Expenses

A. Stipends

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
Corporation Funded: 76 x 4176	317,376	0	317,376	0
Non-Corporation Funded: - 0 x 4176	0	0	0	0
Non-Stipended: - 0 x 4176	0	0	0	0
Category Totals	317,376	0	317,376	0

Table 11 Sample budget narrative Section II.A.

B. Other Volunteer Costs

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
Meals: Rate at 4 local sites for meals to volunteers following service, based on historical costs at sites (avg \$6/meal x 28 vols x 100 meals/year per vol)	8,400	8,400	16,800	0
Uniforms: branded uniforms and ID badges for 76 volunteers (avg \$11 each)	836	0	836	0
Insurance: required volunteer accident, personal liability, and excess auto liability insurance, quoted premium (4237)	4,237	0	4,237	0
Recognition: lunch event: for 76 volunteers: Facility rental: \$1200, Meals: \$25/person, Gift: \$25/volunteer	0	5,000	5,000	0
Volunteer Travel: Volunteer mileage reimbursement at \$.675/mi (per organizational policy) with a cap of \$50/month (\$600/year) x 76 volunteers (calculation based on historical average of \$145/year per volunteer)	11,020	0	11,020	0
Category Totals	24,493	13,400	37,893	0

Table 12 Sample budget narrative Section II.B.

Section Totals	341,869	13,400	355,269	0
PERCENTAGE	96.23%	3.77%		

Table 13 Sample budget narrative Section II. Subtotals

Budget Totals	495,466	60,248	555,714	0
PERCENTAGE	89.16%	10.84%		
Required Match		10%		

Table 14 Sample budget narrative totals

Source of Funds

Section	Description
Section I. Volunteer Support Expenses	\$45,498 - ORGANIZATION'S GENERAL OPERATING FUNDS: secured, cash resources, private source \$1,350 - VOLUNTEER IMPACT SOLUTIONS, LLC: secured, in-kind resources, private source
Section II. Volunteer Expenses	\$13,400 - HIGHER EDUCATION PARTNER (TBD): proposed, in-kind resources, state/local government source

Table 15 Sample budget narrative Source of Funds