

Budget Narrative: SAMPLE for FY 2023 AmeriCorps State and National, Native Nations applicants

Not intended for replication.

This is a sample **operational** grant budget. Planning grant budgets follow the same format, excluding member-related costs, which are designated with an asterisk (*).

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Executive Director	1	\$65,000	8.5%	\$5,525	\$0	\$5,525
Project Director	1	\$35,000	100%	\$35,000	\$35,000	\$0
Project Assistant	1	\$25,000	100%	\$25,000	\$0	\$25,000
Subtotal	3	\$125,000		\$65,525	\$35,000	\$30,525

Table 1 Sample budget narrative Section I.A.

B. Personnel Fringe Benefits

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Executive Director @ 43.63%	health/life ins – 27.75%, FICA – 7.65%, retirement – 8.23%	\$2,411	\$0	\$2,411
Project Director @ 36.05%	health/life ins – 22.25%, FICA – 7.65%, retirement – 6.15%	\$12,618	\$12,618	\$0
Project Assistant @ 51.90%	health/life ins – 22.25%, FICA – 7.65%, retirement – 22%	\$12,975	\$0	\$12,975
Subtotal		\$28,004	\$12,618	\$15,386

Table 2 Sample budget narrative Section I.B.

C. Travel

1. Staff Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
ED and PD travel to AmeriCorps-Sponsored Grantee Training (Washington DC)	\$1,465 (airfare - \$600, Lodging - \$177/night, 3 nights, per diem - \$71/day, 4 days, ground transportation - \$50) x 2 staff	\$2,930	\$2,930	\$0
Program site monitoring and oversight	estimated 35 trips, avg 32.4 miles round trip @ \$0.67/mile (mileage rate determined by organizational policy)	\$760	\$0	\$760
Regional training conference (PD and PA)	\$977 (airfare - \$450, Lodging - \$132/night, 2 nights, per diem - \$71/day, 3 days, ground transportation - \$50) x 2 staff	\$1,954	\$977	\$977
Subtotal		\$5,644	\$3,907	\$1,737

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

2. Member Travel*

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Member Training - Travel	38 members using 10 vehicles (95.5 miles round trip @ \$0.67/mile (mileage rate determined by organizational policy))	\$640	\$640	\$0
Member Training – Lodging (5 nights)	38 members, 5 nights @ \$85/night, (double room)	\$8,075	\$0	\$8,075
Member Training – Per diem	38 members, 6 days @ \$51/day	\$11,628	\$0	\$11,628
Member Travel as part of workday (between worksites)	Avg 19.1 mi/week, 50 weeks, 38 members, \$0.67/mile (mileage rate determined by organizational policy)	\$24,320	\$1,665	\$22,655
Subtotal		\$44,663	\$2,305	\$42,358

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

D. Equipment

Item/ Purpose	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
Subtotal			\$0	\$0	\$0

Table 5 Sample budget narrative Section I.D.

E. Supplies

Item	Calculation	Total Amount	CNCS Share	Grantee Share
AmeriCorps member service gear (includes the AmeriCorps logo)*	38 members, 3 shirts @ \$26/shirt	\$2,964	\$2,964	\$0
Office Supplies	Avg \$40/month	\$480	\$0	\$480
Computers for new staff (laptop, external monitor, external keyboard, and mouse)	2 @ \$1,100/each	\$2,200	\$1,100	\$1,100
Member Supplies*	Avg \$185/member, 38 members	\$7,000	\$2,800	\$4,200
Subtotal		\$12,644	\$6,864	\$5,780

Table 6 Sample budget narrative Section I.E.

F. Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Payroll Management Service	Annual rate of \$125 per individual x 41 (38 members* and 3 employees)	\$0	\$5,125	\$0	\$5,125
Subtotal			\$5,125	\$0	\$5,125

Table 7 Sample budget narrative Section I.F.

G. Training

1. Staff Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
New employee training (2 days)	2 staff (using agency resources)	\$0	\$0	\$0	\$0
Financial Management training consultant (3 days)	Program Director	\$275	\$825	\$0	\$825
Subtotal			\$ 825	\$ 0	\$ 825

Table 8 Sample budget narrative Section I.G.1.

2. Member Training*

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Leadership training consultant (for 10 members)	1 day prep, 3 days of training	\$700	\$2,800	\$2,800	\$0
Subtotal			\$2,800	\$2,800	\$0

Table 9 Sample budget narrative Section I.G.2.

H. Evaluation

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Independent evaluator	15 days	\$700	\$10,500	\$0	\$10,500
Subtotal			\$10,500	\$0	\$10,500

Table 10 Sample budget narrative Section I.H.

I. Other Program Operating Costs

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Staff criminal history checks (1 staff returning with completed check)	2 @ \$50 - FBI, \$24 - state	\$148	\$148	\$0
Member criminal history checks*	38 @ \$50 - FBI, \$24 - state	\$2,812	\$2,812	\$0
Subtotal		\$2,960	\$2,960	\$0

Table 11 Sample budget narrative Section I.I.

Subtotal:

Total Amount	CNCS Share	Grantee Share
\$178,690	\$66,454	\$112,236
	37%	63%

Table 12 Sample budget narrative Section I subtotal

Section II. Member Costs*

A. Living Allowance

Item	# Mbrs w/ Allow	Allowance Rate	# w/o Allow	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)	38	\$21,500	0	\$817,000	\$612,750	\$204,250
Three Quarter Time slots (1200 hours)				\$0	\$0	\$0
1-Year Half Time (900 hrs)				\$0	\$0	\$0
2-Year Half Time (1 st Year)				\$0	\$0	\$0
2-Year Half Time (2 nd Year)				\$0	\$0	\$0
Reduced Half Time (675 hrs)				\$0	\$0	\$0
Quarter Time (450 hrs)				\$0	\$0	\$0
Minimum Time (300 hrs)				\$0	\$0	\$0
Abbreviated Time (100 hours)				\$0	\$0	\$0
Subtotal	38	\$21,500	0	\$817,000	\$612,750	\$204,250

Table 13 Sample budget narrative Section II.A.

B. Member Support Costs

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
FICA for Members:	7.65% of total member living allowances	\$62,500	\$46,875	\$15,625
Health Care offered to all full-time members (provided by Indian Health Services)	covered off budget	\$0	\$0	\$0
Worker's Compensation	2% of total member living allowances	\$16,340	\$12,253	\$4,087
Subtotal		\$78,840	\$59,128	\$19,712

Table 14 Sample budget narrative Section II.B.

Subtotal:

Total Amount	CNCS Share	Grantee Share
\$895,840	\$671,878	\$223,962
	75%	25%

Table 15 Sample budget narrative Section II subtotal

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

Item	Calculation	Total Amount	CNCS Share	Grantee Share
Corporation Fixed Amount	Total program costs x 10% (claiming 6%); CNCS: total CNCS costs x 5.26%	\$103,308	\$38,836	\$64,472
Subtotal		\$103,308	\$38,836	\$64,472

Table 16 Sample budget narrative Section III, using option A

B. Federally Approved Indirect Cost Rate

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share
					Subtotal		

Table 17 Sample budget narrative Section III, option B unused

Subtotal:

Total Amount	CNCS Share	Grantee Share
\$103,308	\$38,836	\$64,472
	38%	62%

Table 18 Sample budget narrative Section III subtotal

Total	\$1,177,838	\$777,168	\$400,670
		66%	34%

Table 19 Sample budget narrative total

Total MSYs	38
Cost/MSY	\$20,452

Table 20 Sample budget narrative MSY and Cost/MSY total

Source of Matching Funds

Match Description	Amount	Match Classification	Match Source
Organization's General Funds (secured)	\$164,283	Cash	Other
Professional services donation (secured)	\$11,325	In Kind	Other
Ford Foundation (secured)	\$90,000	Cash	Private
State Criminal Justice Institute grant (proposed)	\$65,000	Cash	State/Local
AmeriCorps Cash Match Replacement (proposed)	\$70,062	Cash	Federal
Subtotal	\$400,670		

Table 21 Sample budget narrative Source of Funds