**Budget Narrative: SAMPLE for FY 2022 AmeriCorps State and National Tribal Grant applicants**

***(Not intended for replication)***

**Section I. Program Operating Costs**

1. **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 Sample budget narrative Section I.A.

1. **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% | 12,773 | $0 | $12,773 |
| **Subtotal** | | $27,802 | $12,618 | $15,184 |

Table Sample budget narrative Section I.B.

1. **Travel**
2. **Staff Travel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share |
| ED and PD travel to CNCS-Sponsored Grantee Training (Washington DC) | $1465 per person (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 | 40 trips, average 29.7 miles round trip @ $0.60/mile (mileage rate determined by organizational policy) | $713 | $0 | $713 |
| Regional training conference (PD and PC) | $977 per person (airfare - $450; Lodging - $132/night, 2 nights; per diem - $71/day, 3 days; ground transportation - $50) x 2 staff | $1,954 | $977 | $977 |
| **Subtotal** | | $5,597 | $3,907 | $1,690 |

Table Sample budget narrative Section I.C.1.

1. **Member Travel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share |
| Member Training - Travel | 38 members using 10 vehicles (100 miles roundtrip @ $0.60/mile) (mileage rate determined by organizational policy) | $600 | $600 | $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 20 mi/week, 50 weeks, 38 members, $0.60/mile (mileage rate determined by organizational policy) | $22,800 | $11,400 | $11,400 |
| **Subtotal** | | $43,103 | $12,000 | $31,103 |

Table Sample budget narrative Section I.C.2.

1. **Equipment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item/ Purpose | Qty | Unit Cost | Total Amount | CNCS Share | Grantee Share |
| **Subtotal** | | | $0 | $0 | $0 |

Table Sample budget narrative Section I.D.

1. **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 | 2 @ $1,100/each | $2,200 | $1,100 | $1,100 |
| Member Supplies | Avg $185/member, 38 members | $7,030 | $2,800 | $4,230 |
| **Subtotal** | | $12,674 | $6,864 | $5,810 |

Table Sample budget narrative Section I.E.

1. **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 Sample budget narrative Section I.F.

1. **Training**
2. **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 (3 days) | Program Director | $275 | $825 | $0 | $825 |
| **Subtotal** | | | $ 825 | $ 0 | $ 825 |

Table Sample budget narrative Section I.G.1.

1. **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 Sample budget narrative Section I.G.2.

1. **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 Sample budget narrative Section I.H.

1. **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 Sample budget narrative Section I.I.

**Subtotal:**

|  |  |  |
| --- | --- | --- |
| Total Amount | CNCS Share | Grantee Share |
| $179,613 | $78,851 | $100,762 |
|  | 44% | 56% |

Table Sample budget narrative Section I subtotal

**Section II. Member Costs**

1. **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 | $506,540 | $310,460 |
| 1-Year Half Time (900 hrs) |  |  |  | $0 | $0 | $0 |
| 2-Year Half Time (1st Year) |  |  |  | $0 | $0 | $0 |
| 2-Year Half Time (2nd 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 |
| Three Quarter Time slots (1200 hours) |  |  |  | $0 | $0 | $0 |
| **Subtotal** | 38 | $21,500 | 0 | $817,000 | $506,540 | $310,460 |

Table Sample budget narrative Section II.A.

1. **Member Support Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share |
| FICA for Members: | 7.65% of total member living allowances | $62,501 | $38,750 | $23,751 |
| Health Care (provided by Indian Health Services) | covered off budget | $0 | $0 | $0 |
| Worker’s Compensation | 2% of total member living allowances | $16,340 | $10,131 | $6,209 |
| **Subtotal** | | $78,841 | $48,881 | $29,960 |

Table Sample budget narrative Section II.B.

**Subtotal:**

|  |  |  |
| --- | --- | --- |
| Total Amount | CNCS Share | Grantee Share |
| $895,841 | $555,421 | $340,420 |
|  | 62% | 38% |

Table Sample budget narrative Section II subtotal

**Section III. Administrative/Indirect Costs**

1. **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% | $97,537 | $33,198 | $64,339 |
| Subtotal | | $97,537 | $33,198 | $64,339 |

Table Sample budget narrative Section III, using option .A

1. **Federally Approved Indirect Cost Rate**

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

Table Sample budget narrative Section III, option B unused

**Subtotal:**

|  |  |  |
| --- | --- | --- |
| Total Amount | CNCS Share | Grantee Share |
| $97,537 | $33,198 | $64,339 |
|  | 34% | 66% |

Table Sample budget narrative Section III subtotal

|  |  |  |  |
| --- | --- | --- | --- |
| **Total** | $1,172,991 | $667,470 | $505,521 |
|  |  | 57% | 43% |

Table Sample budget narrative total

|  |  |
| --- | --- |
| **Total MSYs** | 38 |
| **Cost/MSY** | $17,565 |

Table Sample budget narrative MSY and Cost/MSY total

**Source of Matching Funds**

|  |  |  |  |
| --- | --- | --- | --- |
| Match Description | Amount | Match Classification | Match Source |
| Organization’s General Funds (secured) | $152,676 | Cash | Other |
| Professional services donation (secured) | $11,325 | In Kind | Other |
| Ford Foundation (secured) | $90,000 | Cash | Private |
| OJJDP (proposed) | $73,000 | Cash | Federal |
| State Criminal Justice Institute grant (proposed) | $52,000 | Cash | State/Local |
| AmeriCorps Cash Match Replacement (proposed) | $126,520 | Cash | Federal |
| **Subtotal** | $505,521 |  |  |

Table Sample budget narrative Source of Funds