

**Sample Budget Narrative for FY 2023 AmeriCorps State & National ARP Planning Grant applicants**  
*(Not intended for replication.)*

**Section I. Program Operating Costs**

**A. Personnel Expenses**

Position/Title	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Executive Director	1	\$89,000	8.5%	\$7,565	\$0	\$7,565
Project Director	1	\$57,587	100%	\$57,587	\$57,587	\$0
Project Assistant	1	\$40,250	70%	\$28,175	\$10,000	\$18,175
<b>Subtotal</b>	<b>3</b>	<b>\$186,837</b>		<b>\$93,327</b>	<b>\$67,587</b>	<b>\$25,740</b>

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%	\$3,301	\$0	\$3,301
Project Director @ 36.05%	health/life ins – 22.25%, FICA – 7.65%, retirement – 6.15%	\$20,760	\$20,760	\$0
Project Assistant @ 51.90%	health/life ins – 22.25%, FICA – 7.65%, retirement – 22%	\$14,623	\$5,190	\$9,433
<b>Subtotal</b>		<b>\$38,684</b>	<b>\$25,950</b>	<b>\$12,734</b>

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)	\$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 27.5 miles round trip @ \$0.65/mile (mileage rate determined by organizational policy)	\$715	\$0	\$715
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
<b>Subtotal</b>		<b>\$5,599</b>	<b>\$3,907</b>	<b>\$1,692</b>

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

## 2. Member Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
<b>Not applicable to Planning Grants.</b>				
<b>Subtotal</b>		\$0	\$0	\$0

Table 4 Sample budget narrative Section I.C.2. - Not applicable to Planning Grants

## D. Equipment

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

Table 5 Sample budget narrative Section I.D.

## E. Supplies

Item	Calculation	Total Amount	CNCS Share	Grantee Share
Office Supplies	Avg \$42/month	\$500	\$0	\$500
Computers for new staff (laptop, external monitor, external keyboard, wireless mouse)	2 @ \$1,100/each	\$2,200	\$1,100	\$1,100
<b>Subtotal</b>		\$2,700	\$1,100	\$1,600

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 \$420 per individual x 1.785	\$0	\$750	\$0	\$750
Accountant	Approx. 35 hours @ \$125/hour (historical use)	\$1,000	\$4,375		\$4,375
<b>Subtotal</b>			\$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 (3 days)	Program Director	\$608	\$1825	\$0	\$1825

<b>Subtotal</b>	\$1,825	\$0	\$1,825
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Table 8 Sample budget narrative Section I.G.1.

## 2. Member Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
<b>Not applicable to Planning Grants.</b>					
<b>Subtotal</b>			\$0	\$0	\$0

Table 9 Sample budget narrative Section I.G.2. - Not applicable to Planning Grants

## H. Evaluation

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
<b>Not applicable to Planning Grants.</b>					
<b>Subtotal</b>			\$0	\$0	\$0

Table 10 Sample budget narrative Section I.H. - Not applicable to Planning Grants

## I. Other Program Operating Costs

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
New staff background checks (agency requirement)	2 @ \$74	\$148	\$148	\$0
<b>Subtotal</b>		\$148	\$148	\$0

Table 11 Sample budget narrative Section I.I.

### Subtotal:

Total Amount	CNCS Share	Grantee Share
\$147,408	\$98,692	\$48,716
	67%	33%

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
<b>Not applicable to Planning Grants.</b>						
Full Time (1700 hrs)				\$0	\$0	\$0
1-Year Half Time (900 hrs)				\$0	\$0	\$0
2-Year Half Time (1 <sup>st</sup> Year)				\$0	\$0	\$0

2-Year Half Time (2 <sup>nd</sup> 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
<b>Subtotal</b>				\$0	\$0	\$0

Table 13 Sample budget narrative Section II.A. - Not applicable to Planning Grants

## B. Member Support Costs

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
<b>Not applicable to Planning Grants.</b>				
<b>Subtotal</b>		\$0	\$0	\$0

Table 14 Sample budget narrative Section II.B. - Not applicable to Planning Grants

### Subtotal:

Total Amount	CNCS Share	Grantee Share
<b>Not applicable to Planning Grants.</b>		
\$0	\$0	\$0
	0%	0%

Table 15 Sample budget narrative Section II subtotal - Not applicable to Planning Grants

## Section III. Administrative/Indirect Costs

### A. Corporation Fixed Percentage

Item	Calculation	Total Amount	CNCS Share	Grantee Share
Corporation Fixed Amount	Grantee: Total program costs x 10% (claiming 6%); CNCS: total CNCS costs x 5.26%	\$14,035	\$5,191	\$8,844
<b>Subtotal</b>		\$14,035	\$5,191	\$8,844

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
<b>Subtotal</b>							

Table 17 Sample budget narrative Section III, option B unused

**Subtotal:**

Total Amount	CNCS Share	Grantee Share
\$14,035	\$5,191	\$8,844
	37%	63%

Table 18 Sample budget narrative Section III subtotal

<b>Total</b>	\$161,443	\$103,883	\$57,560
		64%	36%

Table 19 Sample budget narrative total

<b>Total MSYs</b>	0
<b>Cost/MSY</b>	\$0

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)	\$27,088	Cash	Other
Professional services donation (secured)	\$1,825	In Kind	Other
Ford Foundation (secured)	\$28,647	Cash	Private
<b>Subtotal</b>	<b>\$57,560</b>		

Table 21 Sample budget narrative Source of Funds