



Sample Budget Narrative

This document is intended as an example of how to complete the Budget Narrative form of the application, found in Appendix B of the RFA. Instructions for completing the form are provided below. If you need additional assistance or clarification, you can reach out to your FNS Regional Office or contact the National Office at USDAFoods@fns.usda.gov.

Reminder: If you are requesting a waiver of the match requirement, the Matching Funds column should be left blank.

DISCLAIMER: The budget provided below is intended as an example only and does not reflect activities or projects that would necessarily receive funding. In addition, the costs described below are rough estimates intended as examples. They should not be taken to reflect accurate prices for supplies or services.

SECTION 8: Budget Narrative (six pages)

Instructions: You must use the format below. Use the categories and columns that are relevant for your budget request. Be sure to explain how you calculated each cost and the reason each expense is necessary in the Narrative/Justification column. **All dollar amounts should be rounded up to the nearest whole dollar.**

Reminders:

- When appropriate, provide cost breakdowns for each line item in the Narrative/Justification column such that the expected cost of each item is listed. For example, the total cost of office supplies should include prices for specific items (e.g., pens, pencils, ink, etc.).
- When calculating the cost for food, and materials for cooking demos and nutrition education activities, applicants should use the **expected number of participants at the nutrition education activities**, not the total number of FDPIR participants.

A. Match Requirement

Are you requesting a waiver of the 20% match requirement? [No]

- If so, what match percentage are you requesting? (if requesting a complete waiver of the match requirement, write 0%) _____

Note: If requesting a complete waiver of the match requirement (0% match), the “Matching Funds” column should be left blank.

You can utilize the “match calculator” provided as an excel file on Grants.gov along with this RFA to assist you in determining your match percentage.

**B. Personnel**

Please use the format provided below to list all personnel to be funded by this grant. You may insert additional rows as needed.

Note: FTE stands for Full-Time Equivalent, which represents what a person would be paid for full-time employment.

	Federal Funds Requested	Matching Funds	Narrative/Justification
B1. Project Coordinator, at 100% FTE, salary \$41,600 per yr	\$30,000	\$11,600	The project coordinator will manage the FDPNE grant full-time. Will coordinate, manage, and evaluate all grant activities and project finances.
B2. Nutrition Educator, at 50% FTE, salary \$52,000 per yr	\$20,000	\$6,000	The nutrition educator will coordinate and lead 6 months of classes on incorporating more fruit and vegetables described in project summary.
Personnel Subtotal	\$50,000	\$17,600	

C. Fringe Benefits

Provide the Fringe Benefits cost for all personnel listed in Section B.

Organization Fringe Benefit Rate: 30%

	Federal Funds Requested	Matching Funds	Narrative/Justification
C1. Project Coordinator Fringe Benefits	\$12,000	\$480	Social security, Medicare, health benefits, life insurance, 401(k), fitness assistance
C2. Nutrition Educator Fringe Benefits	\$6,800	\$1,000	Social security, Medicare, health benefits, life insurance, 401(k), fitness assistance
Fringe Benefits Subtotal	\$18,800	\$1,480	

**D. Contractual**

For all contract work, provide the number of hours the contract is expected to take as well as the anticipated hourly rate (e.g., # hrs. at \$XXX per hr.)

	Federal Funds Requested	Matching Funds	Narrative/Justification
D1. Graphic Designer for Calendar	\$600	\$1,800	Our organization does not have a graphic designer on staff. Hiring a designer will ensure that the calendar we provide to participants is visually appealing, which will encourage use. The estimated cost is \$2,400 (estimate based on initial quotes).
Contractual Subtotal	\$600	\$1,800	
<i>Amount of Contractual Not Subject to Indirect Costs</i>	\$0	\$0	
Are there indirect costs associated with any of the proposed contractual costs? [No] If yes, provide the total amount of indirect costs associated with contracts in the space below. \$ _____			

E. Travel

For all travel, include origin and destination information as well as the anticipated dates of travel. Provide justifications for each trip and each person traveling. Enter each trip as a separate line item (e.g., flights to two separate conferences should be two line items: one for flights for Conference 1 and one for Conference 2). Examples for how to report each form of travel are included below.

	Federal Funds Requested	Matching Funds	Narrative/Justification
E1. Out-of-State Travel			
<u>Airfare</u> : round trip Washington Reagan (DCA) to and from Minneapolis, MN (MSP), Delta Airlines, cost as of 11/14/20, 2 people at \$410 per person (\$339 base fare + \$71 tax and fees)	\$410	\$410	The project coordinator and nutrition educator will travel 6/9 to conference "A" in Minneapolis, MN. This opportunity will provide crucial on nutrition in Native communities. Will return on 6/13.
<u>Lodging</u> : out-of-state rate, June 9-13, 2020, 4 nights x 2 people at \$94 per day	\$0	\$752	Lodging for Conference "A"
<u>Lodging tax</u> : out-of-state rate, 13% per night, 4 nights x 2 people at \$12.22 per day	\$0	\$98	
<u>Per diem (M&IE)</u> : out-of-state rate, full day, 3 days x 2 people at \$55 per day	\$330	\$0	Per diem for Conference "A". Per diem rate based on GSA rates for FY2020.
<u>Per diem (M&IE)</u> : out-of-state rate, first & last days of travel, 2 days x 2 people at \$41.25 per day	\$165	\$0	Per diem for first and last days of Conference "A" travel. Per diem based on GSA rates for FY2020.
Out-of-State Travel Subtotal	\$905	\$1,260	

**E2. In-State Travel**

Follow the format utilized for Out-of-State Travel (Section E1).

	Federal Funds Requested	Matching Funds	Narrative/Justification
<u>Mileage</u> : round trip from FDPIR office to Tribe A in Town, State, car, 650 mi. x 1 person at \$0.545 per mi.	\$0	\$355	Nutrition Educator will travel to Tribe A in Town, State, 6 times to lead nutrition education classes described in project summary.
<i>In-State Travel Subtotal</i>	\$0	\$355	
<i>Combined Out-of-State and In-State Travel Subtotal</i>	\$905	\$1,615	

F. Materials and Supplies

Materials and Supplies are items with a unit cost of less than \$5,000. See Section 2 of the RFA for restrictions. Requests for supplies must be accompanied by a justification for the need for such items.

	Federal Funds Requested	Matching Funds	Narrative/Justification
F1. <u>Rolling Whiteboard</u>	\$170	\$85	For nutrition education classes.
F2. <u>Food Demo Supplies</u>	\$400	\$250	For 10 food demos with 30 participants each (300 total): 300 small paper plates: \$25 300 utensils/napkins: \$25 Food for Tasting: \$600
F3. <u>Nutrition Education reinforcement materials</u>	\$528	\$528	Items to reinforce nutrition education message. 480 participants total Measuring cups/spoons (\$1.50 each): \$720 My Plate placemats (\$0.70 each): \$336
F4. <u>Office Supplies</u>	\$100	\$60	Supplies for 6 nutrition education classes. Expecting 30 participants (180 total): 180 pens: \$25 180 notepads: \$105 Whiteboard Markers and eraser: \$30
F5. <u>Nutrition Education Materials</u>	\$0	\$250	Materials for 6 nutrition education classes. Videos: \$100 Lesson Plans: \$75 Nutrition Posters: \$50 Food for Presentation Purposes: \$25
<i>Materials and Supplies Subtotal</i>	\$1,198	\$1,173	

**G. Equipment**

Equipment is non-expendable, tangible personal property with a unit cost of \$5,000 or more with a useful life of more than one year. See Section 2 of the RFA for restrictions. Requests for equipment must be accompanied by a justification for the need for such items.

	Federal Funds Requested	Matching Funds	Narrative/Justification
G1. <i>N/A</i>	<i>\$0</i>	<i>\$0</i>	<i>No equipment requested as part of this grant.</i>
<i>Equipment Subtotal</i>	<i>\$0</i>	<i>\$0</i>	

H. Other

Reminder: Costs associated with sub-grantees should not be included when calculating indirect costs.

	Federal Funds Requested	Matching Funds	Narrative/Justification
H1. <i>Calendar Printing</i>	<i>\$1,000</i>	<i>\$500</i>	<i>Printing one nutrition themed calendar for each family who participates in FDPIR (600 total families). The cost per calendar is \$2.50 (total cost of \$1,500).</i>
<i>Other Subtotal</i>	<i>\$1,000</i>	<i>\$500</i>	

**I. Totals**

Total Direct Costs (Section I1): The total direct costs should be the sum of all **bolded** subtotals listed for Sections B-H. This number represents the total of all costs prior to calculating indirect costs.

Indirect Costs (Section I2): The Indirect Cost Rate should be applied to all appropriate funds as stipulated in your organization's Indirect Cost Rate Agreement. Be sure to reference the terms of your organization's Indirect Cost Rate Agreement prior to calculating indirect costs. If you require assistance, please contact your FNS Regional Office or the Grants Officer listed in Section 7 of the RFA.

Total Funds (Section I3): In Section I3, the value in your Federal Funds Requested and Matching Funds columns should be the sums of the totals for Sections I1 and I2.

Total Project Cost (Section I4): This amount represents the total cost to complete the project. To calculate this amount, add together the Federal Funds Requested and Matching Funds listed in Section I3. As a reminder, unless you have requested a waiver of the match requirement, your value in the Matching Funds column of section I3 should be 20% (or the proposed match %) of the Total Project Costs listed in I4. For example, if your Total Project Cost in Section I4 is \$100,000, then your match should be \$20,000 for a 20% match.

	Federal Funds Requested	Matching Funds	Narrative/Justification
I1. Total Direct Costs	\$72,503	\$24,168	[Leave Blank]
I2. Indirect Costs	\$11,057	\$3,686	Indirect Cost Rate: 15.25% Effective Date: 1/31/2020 (see attached agreement)
I3. Total Funds	\$83,560	\$27,854	[unless requesting a waiver, Matching Funds in I3 should be 20% (or the proposed match %) of the Total Project Cost listed in I4]
I4. Total Project Cost	\$111,414		