

## Budget Narrative Template

**Instructions:** Justify each line-item in the budget and **explain how the amounts were derived**, consistent with the applicant's documented policies, as well as the **source and description of all proposed costs (and cost-share, if applicable)**. The Budget Narrative should complement the budget rather than repeat information provided in the budget. For example, the narrative should **provide details on the purpose of costs, reasonability of costs, cost price analysis, explain allocations, explain any yearly variances, and tie expenses to program activities and/or objectives where appropriate**. Sources of all cost-share offered in the application should be identified and explained in the budget narrative.

**Personnel costs must include a clarification of the roles and responsibilities of all staff, base salary, and percentage of time devoted to the project (also known as level of effort).** The Budget Narrative should support the activities described in the proposal and provide additional information that might not be readily apparent in the Detailed Budget, not simply repeat what is represented numerically in the budget, i.e., salaries are for salaries or travel is for travel.

**If the Detailed Budget includes subawards, please include a separate Budget Narrative for each organization.** Please note that subaward organizations must have a SAM.gov unique entity identifier (UEI) number (certain exceptions apply).

For ease of review, it is highly recommended that applicants order the Budget Narrative in the same order as the Detailed Budget.

Please refer to the Notice of Funding Opportunity for specific guidance and requirements:

- Section D. Application and Submission Information, D.2. Content and Form of Application Submission, 11. Budget Narrative
- Section E. Application Review Information, E.1. Proposal Review Criteria, Budget Narrative

*Red text* below indicates content the PM must enter or update before finalization.  
*Blue text* below indicates additional drafting guidance, instructions, and examples.

### **Budget Narrative**

Organization Name

Project Title

Project Duration [XX months/years]

#### **A. Personnel**

##### **A.1 HQ-Based Personnel**

###### **A.1.1 Project Manager, Name, etc. –**

Unit (months or years)/Number/Amount (salary in months or years)/Rate (% of level of effort)

Requested Federal Funds \$000,000.00

Cost-Share by Applicant \$000,000.00

Program Total \$000,000.00

###### **A.1.2 Project Officer, Name, etc. -**

Unit (months or years)/Number/Amount (salary in months or years)/Rate (% of level of effort)

Requested Federal Funds \$000,000.00

Cost-Share by Applicant \$000,000.00

Program Total \$000,000.00

##### **A.2 Field Personnel**

###### **A.2.1 Field Personnel, Name, etc. -**

Unit (months or years)/Number/Amount (salary in months or years)/Rate (% of level of effort)

Requested Federal Funds \$000,000.00

Cost-Share by Applicant \$000,000.00

Program Total \$000,000.00

##### **Subtotal Personnel:**

**Requested Federal Funds \$000,000.00**

**Cost-Share by Applicant \$000,000.00**

**Program Total \$000,000.00**

#### **B. Fringe Benefits**

##### **B.1 HQ-Based Personnel Fringe Benefits**

###### **B.1.1 Project Manager, Name, etc. –**

Unit (months or years)/Number/Amount (fringe benefits in months or years)/Rate (% of level of effort)

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

#### B.1.1 Project Officer, Name, etc. –

Unit (months or years)/Number/Amount (fringe benefits in months or years)/Rate (% of level of effort)

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

#### B.2 Field Personnel Fringe Benefits

##### B.2.1 Field Personnel, Name, etc. -

Unit (months or years)/Number/Amount (fringe benefits in months or years)/Rate (% of level of effort)

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

#### Subtotal Fringe Benefits:

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

#### C. Travel

##### C.1 International Travel

##### C.1.1 Mode - Traveler - From...To /RT

Unit (# people)/Number (# days)/Amount (Cost)/Rate (% allocation)

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

##### C.1.2 Lodging

Unit (# people)/Number (# days)/Amount (Cost)/Rate (% allocation)

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

##### C.1.3 Per Diem (City, Country)

Unit (# people)/Number (# days)/Amount (Cost)/Rate (% allocation)

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

## C.2 Country Travel

### C.2.1 Mode - Traveler - From...To /RT

Unit (# people)/Number (# days)/Amount (Cost)/Rate (% allocation)

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

### C.2.2 Lodging

Unit (# people)/Number (# days)/Amount (Cost)/Rate (% allocation)

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

### C.2.3 Per Diem (City, Country)

Unit (# people)/Number (# days)/Amount (Cost)/Rate (% allocation)

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

## C.3 Domestic Travel

### C.3.1 Mode - Traveler - From...To /RT

Unit (# people)/Number (# days)/Amount (Cost)/Rate (% allocation)

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

### C.3.2 Lodging

Unit (# people)/Number (# days)/Amount (Cost)/Rate (% allocation)

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

### C.3.3 Per Diem (City, Country)

Unit (# people)/Number (# days)/Amount (Cost)/Rate (% allocation)

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

|                                |                     |
|--------------------------------|---------------------|
| <b>Subtotal Travel:</b>        |                     |
| <b>Requested Federal Funds</b> | <b>\$000,000.00</b> |
| <b>Cost-Share by Applicant</b> | <b>\$000,000.00</b> |
| <b>Program Total</b>           | <b>\$000,000.00</b> |

D. Equipment (> \$5,000 per unit)

**D.1 Specify, itemize (description, e.g., generators)**

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

**D.2 Specify, itemize (description, e.g., generators)**

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

|                                |                     |
|--------------------------------|---------------------|
| <b>Subtotal Equipment:</b>     |                     |
| <b>Requested Federal Funds</b> | <b>\$000,000.00</b> |
| <b>Cost-Share by Applicant</b> | <b>\$000,000.00</b> |
| <b>Program Total</b>           | <b>\$000,000.00</b> |

E. Supplies (< \$5,000 per unit)

**E.1 Specify, itemize (description)**

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

**E.2 Specify, itemize (description)**

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

|                                |                     |
|--------------------------------|---------------------|
| <b>Subtotal Supplies:</b>      |                     |
| <b>Requested Federal Funds</b> | <b>\$000,000.00</b> |
| <b>Cost-Share by Applicant</b> | <b>\$000,000.00</b> |
| <b>Program Total</b>           | <b>\$000,000.00</b> |

F. Contractual

## F.1 Subawards

### F.1.1 Subrecipient (Name and general information about activities)\*

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

*\*Detailed Line-Item Budgets for sub-grantees should be detailed separately. Detailed Line-Item Budget for subrecipient required.*

## F.2 Contracts/Consultants

### F.2.1 Contractor

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

#### Subtotal Contractual:

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

## G. Construction

### G.1 X

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

#### Subtotal Construction:

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

## H. Other Direct Costs

### H.1 Specify, itemize (e.g., Program Audit)

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

### H.2 Specify, itemize (e.g., Training: venue and catering)

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

**Subtotal Other Direct Costs:**

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

**I. Total Direct Costs**

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

**J. Indirect Costs**

*If Indirect Costs, please select one:*

- NICRA % - Final, Predetermines, Provisional, Fixed
- 10% de Minimis based on MTDC.

*If using NICRA, please provide details and expiration information.*

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |

**K. Total Project Cost (must match award amount)**

|                         |              |
|-------------------------|--------------|
| Requested Federal Funds | \$000,000.00 |
| Cost-Share by Applicant | \$000,000.00 |
| Program Total           | \$000,000.00 |