

## MEPI Local Grants Program Budget Narrative Instructions

The Budget Narrative provides detailed information about the Federal request and cost share costs for your proposed project. The Budget Narrative is used to determine if the costs in a MEPI application are reasonable and permissible. All of the proposed costs listed must be reasonable, necessary to achieve project objectives, permissible in accordance with applicable Federal cost principles, auditable, and incurred during the project period. If selected for funding, you will have the opportunity to work with one of the MEPI Regional Offices to create a final budget.

When completing the sample template, applicants should ensure the following:

- Presented in U.S. dollars, rounded to the nearest dollar (e.g., \$5,000);
- Provide details on how all costs were calculated.
- Do not use the term "miscellaneous expenses" or any similar term as a budget item.
- Consider providing cost-sharing, which MEPI strongly encourages. Cost-sharing is a contribution (salaries, rent, utilities, equipment, and other organizational costs) by the grantee or other entity to fund a portion of the proposed project.
- If any of the costs items below (For example: Fringe or Equipment costs) do not apply to your project, please leave blank or input one line with a \$0.00 dollar amount.

### *Cost Category Guidelines*

Use the checklist information below to ensure that your budget provides all the necessary information.

#### **1. Personnel**

- Is each position identified by title or responsibility?
  - **Program Director:** The individual who will provide daily oversight of the grant, including fiscal and personnel management, community relations, and project implementation and evaluation during the project period.
  - **Project Coordinator:** The individual who will coordinate coalition services and MEPI project activities, including training, coalition communication, data collection, and information dissemination.
  - **Financial or Business Official:** The person who handles the financial components of the grant.
  - **Key Personnel:** MEPI grant key personnel include a Program Director and or Project Coordinator. Key personnel are defined as individuals who contribute to the programmatic development or execution of the project in a substantive, measurable way, whether or not they receive salaries or other compensation under the grant.

## 2. Fringe Benefits

- Is each type of benefit indicated?

## 3. Travel

- Is the travel necessary for the purpose of the program?
- Are travel costs separately identifiable and reasonable (transportation, hotel, meals, and mileage)?
- Are calculations provided for each cost?

## 4. Equipment

- Does the equipment have a useful life of more than one year and an acquisition cost of \$5,000 or more?
- Are equipment items specified by unit and cost?
- Are purchases distinguishable from rentals or leases (vehicles, large items of equipment)?

## 5. Supplies

- Are supplies listed separately?
- Are costs per unit identified and detailed?
- Is the basis for the cost reasonable?

## 6. Contractual

- Is the type of service to be rendered described?
- Did you name the consultant or contractor, if known?
- Did you provide a separate budget for sub-recipients or contracts (if applicable)?

## 8. Other

- Are items grouped by type (space rental, printing, phone, maintenance, and other program/organizational costs.)?
- Are all costs justified and allowable?

### *Budget Definitions:*

**Consultant:** An individual or organization who gives professional advice and provides services for a fee and is not a direct hire employee of a grantee's organization. Typically a consultant performs a one-time activity.

**Contract:** A contract under a grant may be awarded for two purposes: 1) goods or services needed to support the grantee's performance of the project or program or 2) an award to a third party for performance of substantive programmatic work.

**Direct Costs:** Costs used for salaries, travel, equipment, supplies, contractual arrangements, and tangible goods or services associated with this project.

**Project Costs:** The total allowable costs incurred by a recipient and charged to the award during a budget period. These costs may include those costs supported by Federal funds, costs contributed by the recipient to meet a matching requirement, and the value of any third-party in-kind contributions counted toward the recipient's matching requirement.

**Sub-Recipient or Sub-Awardee or Sub-Grantee:** A third-party individual or organization who receives an award for the performance of certain programmatic work. All sub-recipients require prior approval from MEPI.

## Sample of Completed Budget Narrative

### Sample of a Completed Budget Narrative

Below you will find a completed budget narrative for you to use as reference. It provides examples of what you may include in your budget narrative and guidance on what to describe in the “Narrative Justification” section.

| 1. Personnel |                        |                  |                               |                            |                                                     |                                           |                                                                |
|--------------|------------------------|------------------|-------------------------------|----------------------------|-----------------------------------------------------|-------------------------------------------|----------------------------------------------------------------|
| #            | Position               | Name of Employee | Monthly or Yearly Salary/Rate | % of Work Time for Project | Amount Requesting from MEPI<br>(Salary x Work Time) | Cost-Share Amount<br>(Salary x Work Time) | Total Project Amount<br>(Amount Requested + Cost Share Amount) |
| 1.1          | Program Director       | John Doe         | \$164,890                     | 10%                        | \$16,489                                            |                                           | \$16,489                                                       |
| 1.2          | Project Coordinator    | TBD              | \$46,276                      | 100%                       | \$46,276                                            |                                           | \$46,276                                                       |
| 1.3          | Clerical Support       | Jill Smith       | \$1,338                       | 100%                       |                                                     | \$1,338                                   | \$1,338                                                        |
|              | <b>Total Personnel</b> |                  |                               |                            | \$62,765                                            | \$1,338                                   | \$64,103                                                       |

| 2.  | Fringe Benefits       |          |        |                                                     |                                           |                                                                |
|-----|-----------------------|----------|--------|-----------------------------------------------------|-------------------------------------------|----------------------------------------------------------------|
| #   | Type of Benefit       | Wage     | Rate   | Amount Requesting from MEPI<br>(Salary x Work Time) | Cost-Share Amount<br>(Salary x Work Time) | Total Project Amount<br>(Amount Requested + Cost Share Amount) |
| 2.1 | Workers Compensation  | \$62,765 | 2.50%  | \$1,569                                             |                                           | \$1,569                                                        |
| 2.2 | Health Benefits       | \$62,765 | 2.50%  | \$1,569                                             |                                           | \$1,569                                                        |
| 2.3 | Insurance             | \$62,765 | 10.50% |                                                     | \$6,590                                   | \$6,590                                                        |
|     | Total Fringe Benefits |          |        | \$3,138                                             | \$6,590                                   | \$9,728                                                        |

Sample of Completed Budget Narrative

| 3.  | Travel              |                                                   |                           |                    |                  |                                                                          |                                                                |                                                                |
|-----|---------------------|---------------------------------------------------|---------------------------|--------------------|------------------|--------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------|
| #   | Purpose of Travel   | Item Description<br>(Type of Travel and Location) | Number of Months/<br>Days | Unit Cost/<br>Rate | Number of People | Amount Requesting from MEPI<br>(No. of Days x Unit Cost x No. of People) | Cost-Share Amount<br>(No. of Days x Unit Cost x No. of People) | Total Project Amount<br>(Amount Requested + Cost Share Amount) |
| 3.1 | Training Workshop   | Local Travel, Amman, Jordan                       | 3                         | \$25               | 20               | \$1,500                                                                  |                                                                | \$1,500                                                        |
| 3.2 | Training Workshop   | Lodging                                           | 3                         | \$183              | 20               | \$10,980                                                                 |                                                                | \$10,980                                                       |
| 3.3 | Training Workshop   | Meals and Incidentals                             | 3                         | \$127              | 20               | \$7,620                                                                  |                                                                | \$7,620                                                        |
|     | <b>Total Travel</b> |                                                   |                           |                    |                  | \$20,100                                                                 | \$0                                                            | \$20,100                                                       |

| 4.  | Equipment (more than \$5000/unit) |                 |           |                 |                                                           |                                                 |                                                                |
|-----|-----------------------------------|-----------------|-----------|-----------------|-----------------------------------------------------------|-------------------------------------------------|----------------------------------------------------------------|
| #   | Item & Purpose Description        | Unit of Measure | Unit Cost | Number of Units | Amount Requesting from MEPI<br>(Unit Cost x No. of Units) | Cost-Share Amount<br>(Unit Cost x No. of Units) | Total Project Amount<br>(Amount Requested + Cost Share Amount) |
| 4.1 | None                              |                 |           |                 | \$0                                                       | \$0                                             | \$0                                                            |
|     | Total Equipment                   |                 |           |                 | \$0                                                       | \$0                                             | \$0                                                            |

| 5.  | Supplies                   |                 |           |                 |                                                           |                                                 |                                                                |
|-----|----------------------------|-----------------|-----------|-----------------|-----------------------------------------------------------|-------------------------------------------------|----------------------------------------------------------------|
| #   | Item & Purpose Description | Unit of Measure | Unit Cost | Number of Units | Amount Requesting from MEPI<br>(Unit Cost x No. of Units) | Cost-Share Amount<br>(Unit Cost x No. of Units) | Total Project Amount<br>(Amount Requested + Cost Share Amount) |
| 5.1 | General Office Supplies    | Month           | \$50      | 12              | \$600                                                     |                                                 | \$600                                                          |
| 5.2 | Laptop                     | Unit            | \$900     | 1               | \$900                                                     |                                                 | \$900                                                          |

Sample of Completed Budget Narrative

|     |                       |              |              |           |                |              |                |
|-----|-----------------------|--------------|--------------|-----------|----------------|--------------|----------------|
| 5.3 | <i>Fax</i>            | <i>Unit</i>  | <i>\$300</i> | <i>1</i>  |                | <i>\$300</i> | <i>\$300</i>   |
| 5.4 | <i>Postage</i>        | <i>Month</i> | <i>\$37</i>  | <i>12</i> |                | <i>\$444</i> | <i>\$444</i>   |
|     | <b>Total Supplies</b> |              |              |           | <i>\$1,500</i> | <i>\$744</i> | <i>\$2,244</i> |

| <b>6. Contractual</b> |                                                                                            |                    |                   |                 |                 |                                                           |                                                 |                                                                |
|-----------------------|--------------------------------------------------------------------------------------------|--------------------|-------------------|-----------------|-----------------|-----------------------------------------------------------|-------------------------------------------------|----------------------------------------------------------------|
| #                     | Type & Purpose of Service                                                                  | Name of Contractor | Unit of Measure   | Unit Cost       | Number of Units | Amount Requesting from MEPI<br>(Unit Cost x No. of Units) | Cost-Share Amount<br>(Unit Cost x No. of Units) | Total Project Amount<br>(Amount Requested + Cost Share Amount) |
| 6.1                   | <i>Leadership Training Expert</i>                                                          | <i>Jane Smith</i>  | <i>Day</i>        | <i>\$350</i>    | <i>24</i>       | <i>\$4,200</i>                                            | <i>\$4,200</i>                                  | <i>\$8,400</i>                                                 |
| 6.2                   | <i>Training Experts Travel from Washington DC to Amman, Jordan for Training conference</i> | <i>Jane Smith</i>  | <i>Round-Trip</i> | <i>\$1,200</i>  | <i>1</i>        | <i>\$1,200</i>                                            |                                                 | <i>\$1,200</i>                                                 |
| 6.3                   | <i>Monitoring and Evaluation Expert</i>                                                    | <i>TBD</i>         | <i>Day</i>        | <i>\$275</i>    | <i>24</i>       | <i>\$3,300</i>                                            | <i>\$3,300</i>                                  | <i>\$6,600</i>                                                 |
| 6.4                   | <i>Training Experts Travel from Washington DC to Amman, Jordan for Training conference</i> | <i>TBD</i>         | <i>Round-Trip</i> | <i>\$1,200</i>  | <i>1</i>        | <i>\$1,200</i>                                            |                                                 | <i>\$1,200</i>                                                 |
| 6.5                   | <i>Sub-Award to Jordanian NGO</i>                                                          | <i>TBD</i>         | <i>Award</i>      | <i>\$10,000</i> | <i>1</i>        | <i>\$10,000</i>                                           |                                                 | <i>\$10,000</i>                                                |
|                       | <b>Total Contractual</b>                                                                   |                    |                   |                 |                 | <i>\$19,900</i>                                           | <i>\$7,500</i>                                  | <i>\$27,400</i>                                                |

**7. Construction - Not Allowable**

Sample of Completed Budget Narrative

| 8. Other Direct Costs |                                                 |                 |           |                 |                                                           |                                                 |                                                                |
|-----------------------|-------------------------------------------------|-----------------|-----------|-----------------|-----------------------------------------------------------|-------------------------------------------------|----------------------------------------------------------------|
| #                     | Type & Purpose of Cost                          | Unit of Measure | Unit Cost | Number of Units | Amount Requesting from MEPI<br>(Unit Cost x No. of Units) | Cost-Share Amount<br>(Unit Cost x No. of Units) | Total Project Amount<br>(Amount Requested + Cost Share Amount) |
| 8.1                   | Office Telephone                                | Month           | \$100     | 12              | \$1,200                                                   |                                                 | \$1,200                                                        |
| 8.2                   | Amman hotel conference room rental for training | Day             | \$800     | 3               | \$2,400                                                   |                                                 | \$2,400                                                        |
| 8.3                   | Office Rent                                     | Month           | \$1,000   | 12              |                                                           | \$12,000                                        | \$12,000                                                       |
|                       | <b>Total Other Direct Costs</b>                 |                 |           |                 | \$3,600                                                   | \$12,000                                        | \$15,600                                                       |

  

|                                                      |  |  |  |  |           |          |           |
|------------------------------------------------------|--|--|--|--|-----------|----------|-----------|
| <b>9. Total Direct Costs (Totals from lines 1-8)</b> |  |  |  |  | \$111,003 | \$28,172 | \$139,175 |
| <b>10. Indirect Costs</b>                            |  |  |  |  | \$0.00    | \$0.00   | \$0.00    |
| <b>11. Total Costs (lines 9-10)</b>                  |  |  |  |  | \$111,003 | \$28,172 | \$139,175 |