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BUDGET PLAN NARRATIVE

Lewis-Houghton Civics and Democracy Initiative

< Institution Name >
< Project Title >

Instructions

Applicants must explain itemized costs to show that project plans are reasonable and will support a successful outcome. In the Budget Narrative component of the proposal applicants shall describe expenses, addressing questions such as:

- **Labor Hour Rates**. What compensation or salary will be paid to those supporting the applicant, if applicable? How many staff hours and what is the title of these or any other support staff? How did you arrive at these figures?

- **Travel**. What kinds of travel will support your project? What are your estimated itineraries and costs?

- **Equipment.** What kinds of equipment will you need to conduct the project? Provide vendor quotes or price lists as an appendix along with the application as needed. If equipment purchased previously with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source.

- **Supplies.** What kinds of supplies will be needed to support the project and what are you estimated costs? Provide vendor quotes or price lists as an appendix along with the application as needed.

- **Contractual**. What types of project activities will be undertaken by third parties for the project that would involve contractual relationships? Identify each third party by name, describing their role in the project, and the nature of their relationship with the applicant. Explain costs for third parties and provide relevant supporting documents as an appendix along with the application.

- **Other Costs**. What kinds of costs central to the success of the project do not fall in the above categories? Explain the nature and purpose of costs that cannot be assigned to other categories.

[Template Continues on Next Page]

Personnel (Salaries & Wages): $_____
Describe *in detail* the people/positions that will be involved in the project, including their pay rates or calculation of wages and stipends.

Fringe Benefits: **$_____**
Identify and provide the cost basis for relevant benefits rates (if applicable).

Travel: **$_____**
Provide a *detailed* description of any travel costs, including transportation, lodging, and per diem. For all travel costs, applicants must follow the requirements stated in 2 CFR 200.475.

Equipment: $_____
Describe *in detail* the costs of equipment purchased specifically for the proposed project. Equipment is generally tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds $5,000. See also 2 CFR 200.313.

Supplies: **$_____**
Describe *in detail* the costs of supplies and materials purchased specifically for the proposed project. Supplies are tangible personal property other than equipment (See also 2 CFR 200.314.)

Contractual: **$_____**
Describe *in detail* the costs of each third party that will undertake specific project activities such as partners, consultants, collaborators and/or service providers. (See 2 CFR 200.331(b).)

Other Direct Costs: **$_____**
Describe *in detail* costs that cannot be assigned to other categories.

Total Direct Charges – $ _____

Total Indirect Charges – $ _____

Budget Plan Total: $ _____