

Budget Narrative: SAMPLE for FY 2021 AmeriCorps Indian Tribes 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 | \$65,000 | 8.5% | \$5,525 | \$0 | \$5,525 |
| Project Director | 1 | \$35,000 | 100% | \$35,000 | \$35,000 | \$0 |
| Project Assistant | 1 | \$25,000 | 100% | \$25,000 | \$0 | \$25,000 |
| Subtotal | 3 | \$125,000.00 | | \$65,525 | \$35,000 | \$30,525 |

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% | \$2,411 | \$0 | \$2,411 |
| Project Director @ 36.05% | health/life ins – 22.25%, FICA – 7.65%, retirement – 6.15% | \$12,618 | \$12,618 | \$0 |
| Project Assistant @ 51.90% | health/life ins – 22.25%, FICA – 7.65%, retirement – 22% | 12,773 | \$0 | \$12,773 |
| | Subtotal | \$27,802 | \$12,618 | \$15,184 |

C. Travel

1. Staff Travel

| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share |
|---|---|----------------|----------------|----------------|
| ED and PD travel to CNCS-Sponsored Grantee Training (Washington DC) | (airfare - \$600; Lodging - \$177/night, 3 nights; per diem - \$71/day, 4 days; ground transportation - \$50) x 2 staff | \$2,498 | \$2,498 | \$0 |
| Program site monitoring and oversight | 40 trips, average 29.7 miles round trip @ \$0.60/mile (mileage rate determined by organizational policy) | \$713 | \$0 | \$713 |
| Regional training conference (PD and PC) | (airfare - \$450; Lodging - \$132/night, 2 nights; per diem - \$71/day, 3 days; ground transportation - \$50) x 2 staff | \$1,954 | \$977 | \$977 |
| | Subtotal | \$5,165 | \$3,475 | \$1,690 |

2. Member Travel

| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share |
|--|---|-----------------|-----------------|-----------------|
| Member Training - Travel | 38 members using 10 vehicles (100 miles roundtrip @ \$0.60/mile) (mileage rate determined by organizational policy) | \$600 | \$600 | \$0 |
| Member Training – Lodging (5 nights) | 38 members, 5 nights @ \$85/night, (double room) | \$8,075 | \$0 | \$8,075 |
| Member Training – Per diem | 38 members, 6 days @ \$51/day | \$11,628 | \$0 | \$11,628 |
| Member Travel as part of workday (between worksites) | Avg 20 mi/week, 50 weeks, 38 members, \$0.60/mile (mileage rate determined by organizational policy) | \$22,800 | \$11,400 | \$11,400 |
| Subtotal | | \$43,103 | \$12,000 | \$31,103 |

D. Equipment

| Item/ Purpose | Qty | Unit Cost | Total Amount | CNCS Share | Grantee Share |
|-----------------|-----|-----------|--------------|------------|---------------|
| Subtotal | | | \$0 | \$0 | \$0 |

E. Supplies

| Item | Calculation | Total Amount | CNCS Share | Grantee Share |
|---|-----------------------------------|-----------------|----------------|----------------|
| AmeriCorps member service gear (includes the AmeriCorps Logo) | 38 members, 3 shirts @ \$26/shirt | \$2,964 | \$2,964 | \$0 |
| Office Supplies | Avg \$40/month | \$480 | \$0 | \$480 |
| Computers for new staff | 2 @ \$1,100/each | \$2,200 | \$1,100 | \$1,100 |
| Member Supplies | Avg \$185/member | \$7,030 | \$2,800 | \$4,230 |
| Subtotal | | \$12,674 | \$6,864 | \$5,810 |

F. Contractual and Consultant Services

| Purpose | Calculation | Daily Rate | Total Amount | CNCS Share | Grantee Share |
|----------------------------|---|------------|----------------|------------|----------------|
| Payroll Management Service | Annual rate of \$125 per individual x 41 (38 members and 3 employees) | \$0 | \$5,125 | \$0 | \$5,125 |
| Subtotal | | | \$5,125 | \$0 | \$5,125 |

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 | \$275 | \$825 | \$0 | \$825 |
| Subtotal | | | \$ 825 | \$ 0 | \$ 825 |

2. Member Training

| Purpose | Calculation | Daily Rate | Total Amount | CNCS Share | Grantee Share |
|---|--------------------------------|------------|--------------|------------|---------------|
| Leadership training consultant (for 10 members) | 1 day prep, 3 days of training | \$700 | \$2,800 | \$2,800 | \$0 |
| Subtotal | | | \$2,800 | \$2,800 | \$0 |

H. Evaluation

| Purpose | Calculation | Daily Rate | Total Amount | CNCS Share | Grantee Share |
|-----------------------|-------------|------------|--------------|------------|---------------|
| Independent evaluator | 15 days | \$700 | \$10,500 | \$0 | \$10,500 |
| Subtotal | | | \$10,500 | \$0 | \$10,500 |

I. Other Program Operating Costs

| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share |
|--|-------------------------------|--------------|------------|---------------|
| Staff criminal history checks (1 staff returning with completed check) | 2 @ \$50 - FBI, \$24 - state | \$148 | \$148 | \$0 |
| Member criminal history checks | 38 @ \$50 - FBI, \$24 - state | \$2,812 | \$2,812 | \$0 |
| Subtotal | | \$2,960 | \$2,960 | \$ 0 |

Subtotal:

| Total Amount | CNCS Share | Grantee Share |
|--------------|------------|---------------|
| \$176,479 | \$75,717 | \$100,762 |
| | 43% | 57% |

Section II. Member Costs

A. Living Allowance

| Item | # Mbrs w/ Allow | Allowance Rate | # w/o Allow | Total Amount | CNCS Share | Grantee Share |
|---|--------------------|-------------------|-------------|--------------|------------|---------------|
| Full Time (1700 hrs) | 38 | \$21,500 | 0 | \$817,000 | \$506,540 | \$310,460 |
| 1-Year Half Time (900 hrs) | | | | \$0 | \$0 | \$0 |
| 2-Year Half Time (1 st Year) | | | | \$0 | \$0 | \$0 |
| 2-Year Half Time (2 nd 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 |
| Subtotal | 38 | \$21,500 | 0 | \$817,000 | \$506,540 | \$310,460 |

B. Member Support Costs

| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share |
|--|---|--------------|------------|---------------|
| FICA for Members: | 7.65% of total member living allowances | \$62,501 | \$38,750 | \$23,751 |
| Health Care (provided by Indian Health Services) | covered off budget | \$0 | \$0 | \$0 |
| Worker's Compensation | 2% of total member living allowances | \$16,340 | \$10,131 | \$6,209 |
| Subtotal | | \$78,841 | \$48,881 | \$29,960 |

Subtotal:

| Total Amount | CNCS Share | Grantee Share |
|--------------|------------|---------------|
| \$895,841 | \$555,421 | \$340,420 |
| | 62% | 38% |

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

| Item | Calculation | Total Amount | CNCS Share | Grantee Share |
|--------------------------|---|--------------|------------|---------------|
| Corporation Fixed Amount | Total program costs x 10% (claiming 6%); CNCS: total CNCS costs x 5.26% | \$97,537 | \$33,198 | \$64,339 |
| Subtotal | | \$97,537 | \$33,198 | \$64,339 |

B. Federally Approved Indirect Cost Rate

| Cost Type | Cost Basis | Calculation | Rate | Rate Claimed | Total Amount | CNCS Share | Grantee Share |
|-----------------|------------|-------------|------|--------------|--------------|------------|---------------|
| Subtotal | | | | | \$0 | \$0 | \$0 |

Subtotal:

| | | | | | Total Amount | CNCS Share | Grantee Share |
|-------------------|--|--|--|--|--------------|------------|---------------|
| | | | | | \$97,537 | \$33,198 | \$64,339 |
| | | | | | | 34% | 66% |
| Total | | | | | \$1,169,857 | \$664,336 | \$505,521 |
| | | | | | | 57% | 43% |
| Total MSYs | | | | | | 38 | |
| Cost/MSY | | | | | | \$17,483 | |

Source of Matching Funds

| Match Description | Amount | Match Classification | Match Source |
|--|-----------|----------------------|--------------|
| Organization's General Funds (secured) | \$152,676 | Cash | Other |
| State DOE (secured) | \$200,000 | Cash | State/Local |
| Professional services donation (secured) | \$11,325 | In Kind | Other |
| OJJDP (proposed) | \$141,520 | Cash | Federal |
| Subtotal | \$505,521 | | |