

**Budget Narrative: SAMPLE for FY 2023 AmeriCorps Seniors Native Nations and Indigenous Elders Stipend Senior Demonstration Program applicants**

***Not intended for replication.***

**Section I. Volunteer Support Expenses**

**A. Project Personnel Expenses**

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount	Excess Amount
Project Director - 1 FTE @ \$56,000 annually: - 1 person(s) at 56000 each x 100 % usage	56,000	0	56,000	0
Project Assistant - 0.25 FTE @ \$33,800 annually: - 1 person(s) at 33800 each x 25 % usage	8,450	0	8,450	0
Data Specialist - 0.6 FTE @ 38,660 annually: - 1 person(s) at 38660 each x 60 % usage	23,196	0	23,196	0
<b>Category Totals</b>	<b>87,646</b>	<b>0</b>	<b>87,646</b>	<b>0</b>

Table 1 Sample budget narrative Section I.A.

**B. Personnel Fringe Benefits**

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
FICA: 7.65% of total salaries	6,705	0	6,705	0
Health Insurance: PD - 11.4% of salary (6384), PA - 18.2% of salary (1538), DS - 17% of salary (3943)	11,865	0	11,865	0
Retirement: 5.5% of total salaries	4,821	0	4,821	0
Life Insurance: \$678 annual premium per person for basic benefit. (Employees cover costs for expanded coverage.) x 1.85 FTE	1,254	0	1,254	0
Workers Comp: Workers Comp: Based on 2.27% of salaries	1,990	0	1,990	0
<b>Category Totals</b>	<b>26,635</b>	<b>0</b>	<b>26,635</b>	<b>0</b>

Table 2 Sample budget narrative Section I.B.

**C. Project Staff Travel**

**1. Local Travel**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Staff travel for site visits, project material distribution, recruitment, etc: Average 200 mi/month x \$.55/mi (per organizational policy)	1,320	0	1,320	0
<b>Category Totals</b>	<b>1,320</b>	<b>0</b>	<b>1,320</b>	<b>0</b>

Table 3 Sample budget narrative Section I.C.1.

**2. Long Distance Travel**

Purpose -Destination -Other Travel -Trans. Amount -Meals/Lodging	CNCS Share	Grantee Share	Total Amount	Excess Amount
PD travel to CNCS-sponsored TTA: per diem - \$45/day x 3 days; lodging - \$106 x 2 nights; round trip airfare - \$191; local	588	0	588	0

transportation - \$50 (estimated) - Meals/Lodging 347 Trans 241 Other 0				
<b>Category Totals</b>	588	0	588	0

Table 4 Sample budget narrative Section I.C.2.

**D. Equipment**

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>Category Totals</b>				

Table 5 Sample budget narrative Section I.D.

**E. Supplies**

Item/ Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Basic office supplies, copier paper, toner and ink cartridges, folders, etc: Average \$85 per month (based on historical data for similar programs)	1,020	0	1,020	0
Postage: Estimated 75 pieces per month at .60 per piece	540	0	540	0
Laptop, mouse, keyboard, external monitor, printer for PD: estimated \$750	750	0	750	0
Program Supplies: program materials for service delivery (avg cost \$50/month per site x 13 sites)	7,800	0	7,800	0
<b>Category Totals</b>	10,110	0	10,110	0

Table 6 Sample budget narrative Section I.E.

**F. Contractual and Consultant Services**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Photocopier rental and maintenance contract: \$136/month x .15 (1.85 FTE allocated to this project of 12 total staff)	0	245	245	0
Payroll Services: \$35 monthly fee to process payroll x .25 (3 individuals allocated to this project of 12 total staff - payroll based on individuals rather than FTE)	0	105	105	0
<b>Category Totals</b>	0	350	350	0

Table 7 Sample budget narrative Section I.F.

**I. Other Volunteer Support Costs**

Item	CNCS Share	Grantee Share	Total Amount	Excess Amount
Criminal Background Check:	0	0	0	0
National Service Criminal History Checks for 2 new staff and 76 volunteers - \$56 each (existing staff member has current and complete NSCHC):	4,368	0	4,368	0
Technology: office phones, internet, cell phone service @ \$360/month x .15 (1.85 FTE allocated to this project of 12 total staff):	0	648	648	0
Office space rent at \$766/month x .15 (1.85 FTE allocated to this project of 12 total staff):	0	1,379	1,379	0
Volunteer engagement (recruitment, management) workshops for 2 staff (\$250/pp):	500	0	500	0
Requested Amount Year 2	560,157	6,977	567,134	0

Requested Amount Year 3	560,157	6,977	567,134	0
<b>Category Totals</b>	<b>1,125,182</b>	<b>15,981</b>	<b>1,141,163</b>	<b>0</b>

Table 8 Sample budget narrative Section I.I.

**J. Indirect Costs**

Calculation -Rate Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount	Excess Amount
Provisional: Total Direct Costs: Provisional rate of 20% of total direct Year 1 costs (480,622); claiming 18% of total direct costs with a rate of 20 and a rate claimed of 18	86,512	0	86,512	0
<b>Category Totals</b>	<b>86,512</b>	<b>0</b>	<b>86,512</b>	<b>0</b>

Table 9 Sample budget narrative Section I.J.

<b>Section Totals</b>	<b>1,337,993</b>	<b>16,331</b>	<b>1,354,324</b>	<b>0</b>
<b>PERCENTAGE</b>	<b>98.79%</b>	<b>1.21%</b>		

Table 10 Sample budget narrative Section I totals.

**Section II. Volunteer Expenses**

**A. Stipends**

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
Corporation Funded: 76 x 4176	317,376	0	317,376	0
Non-Corporation Funded: - x	0	0	0	0
Non-Stipended: - x	0	0	0	0
<b>Category Totals</b>	<b>317,376</b>	<b>0</b>	<b>317,376</b>	<b>0</b>

Table 11 Sample budget narrative Section II.A.

**B. Other Volunteer Costs**

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
Meals: Rate at 4 local sites for meals to volunteers following service, based on historical costs at sites (avg \$6/meal x 28 vols x 100 meals/year per vol)	12,600	4,200	16,800	0
Uniforms: branded uniforms and ID badges for 76 volunteers (avg \$11 each)	836	0	836	0
Insurance: required volunteer insurance, quoted premium (4237)	4,237	0	4,237	0
Recognition: lunch event: for 76 volunteers: Facility rental: \$400, Meals: \$22.75/person, Gift: \$20/volunteer	3,249	400	3,649	0
Volunteer Travel: Volunteer mileage reimbursement at .55 per mile (per organizational policy) with a cap of \$55 a month x 76 volunteer	4,180	0	4,180	0
Physical Examinations	0	0	0	0
<b>Category Totals</b>	<b>25,102</b>	<b>4,600</b>	<b>29,702</b>	<b>0</b>

Table 12 Sample budget narrative Section II.B.

<b>Section Totals</b>	<b>342,478</b>	<b>4,600</b>	<b>347,078</b>	<b>0</b>
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<b>PERCENTAGE</b>	<b>98.67%</b>	<b>1.33%</b>		
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*Table 13 Sample budget narrative Section II totals.*

<b>Budget Totals</b>	<b>1,680,471</b>	<b>20,931</b>	<b>1,701,402</b>	<b>0</b>
<b>PERCENTAGE</b>	<b>98.77%</b>	<b>1.23%</b>		
<b>Required Match</b>		<b>0%</b>		

*Table 14 Sample budget narrative Section II totals.*

**Source of Funds**

Section	Description
Section I. Volunteer Support Expenses	\$7,131 in cash resources is secured by (private) legal applicant's general operating funds.
Section II. Volunteer Expenses	\$13,800 in in-kind resources is secured by (private) volunteer stations (\$4,200 x 3 years) and community partners (\$400 x 3 years).

*Table 15 Sample budget narrative Source of Funds*