

Fiscal Year 2024 AmeriCorps State and National Native Nations

SAMPLE BUDGET NARRATIVE

This resource is for reference only, not for replication.

This is a sample **operating grant** budget narrative. Planning grant budgets follow the same format, excluding member-related costs.

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Executive Director: - 1 person(s) at 110,795 each x 8.5 % usage	0	9,418	9,418
Program Director: - 1 person(s) at 66,500 each x 100 % usage	66,500	0	66,500
Program Specialist: - 1 person(s) at 43,800 each x 100 % usage	43,800	0	43,800
Data Specialist: - 1 person(s) at 46,660 each x 40 % usage	0	18,664	18,664
Category Totals	110,300	28,082	138,382

Table 2 Sample budget narrative Section I.A.

B. Personnel Fringe Benefits

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Executive Director @ 33.63%: health/life ins - 17.75%, FICA - 7.65%, retirement - 5.23%, worker's comp - 2%, state unemployment - 1%	0	3,167	3,167
Program Director @ 37.05%: health/life ins - 22.25%, FICA - 7.65%, retirement - 4.15%, worker's comp - 2%, state unemployment - 1%	24,638	0	24,638
Program Specialist @ 37.10%: health/life ins - 22.25%, FICA - 7.65%, retirement - 4.2%, worker's comp - 2%, state unemployment - 1%	16,250	0	16,250
Data Specialist @ 33.95%: health/life ins - 17.75%, FICA - 7.65%, retirement - 5.55%, worker's comp - 2%, state unemployment - 1%	0	6,336	6,336
Category Totals	40,888	9,503	50,391

Table 2 Sample budget narrative Section I.B.

C. Travel

Staff Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Executive Director and Program Director travel to AmeriCorps-Sponsored Grantee Training (Washington DC): [per diem - \$79/day x 4 days (@ 75% on first and last days); lodging - \$258 x 3 nights; round trip airfare - \$303.50; local transportation - \$50 (estimated)] x 2 staff	1,404	1,404	2,808
Program site and member monitoring and oversight: Estimated 36 trips, avg 100 miles per round trip @ \$0.675/mile (mileage rate determined by organizational policy)	2,430	0	2,430
Regional training conference (Program Director and Program Specialist), k: [per diem - \$79/day x 4 days (@ 75% on first and last days); lodging - \$134 x 3 nights; round trip airfare - \$265; local transportation - \$50 (estimated)] x 2 staff	1,987	0	1,987
Category Totals	5,821	1,404	7,225

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

Member Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Member Training - Travel: 46 members using 12 vehicles (average 90 miles roundtrip @ \$0.675/mile (mileage rate determined by organizational policy)	729	0	729
Member Training - Lodging (5 nights): 23 double rooms for 46 members, 5 nights @ \$85/night	9,775	0	9,775
Member Training - Per diem (6 days): 46 members, 6 days @ \$64/day (@ 75% on first and last days)	16,192	0	16,192
Member Travel as part of workday (between worksites): Avg 25 mi/week, 50 weeks, 46 members, \$0.675/mile (mileage rate determined by organizational policy)	38,813	0	38,813
Category Totals	65,509	0	65,509

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

D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
Category Totals	0	0	0

Table 5 Sample budget narrative Section I.D.

E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
AmeriCorps member service gear (includes the AmeriCorps logo) for 46 members: 4 short sleeved polo shirts @ \$24, 2 long sleeved polo shirts @ \$43	8,372	0	8,372
General office supplies: Avg \$55/month	0	660	660
Computer equipment (laptop, external monitor, external keyboard, and mouse) for new program staff (Program Director and Program Specialist): 2 @ \$1,100/each	2,200	0	2,200
Shared printer for Program Director and Program Specialist: 1 @ \$550	550	0	550
Member supplies for program implementation: Avg \$435/member	20,010	0	20,010
Category Totals	31,132	660	31,792

Table 6 Sample budget narrative Section I.E.

F. Contractual and Consultant Services

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Payroll Management Service: Annual rate of \$125 per individual x 48.485 (46 members and 2.485 FTEs), daily rate = 0- Daily Rate of 0	0	6,061	6,061
Category Totals	0	6,061	6,061

Table 7 Sample budget narrative Section I.F.

G. Training

Staff Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
New employee training (2 days): 2 new staff (using agency resources)- Daily Rate of 0	0	0	0
Financial Management training (3 days): Training for Program Director (rate determined by provider, by contract)- Daily Rate of 0	875	875	1,750
Category Totals	875	875	1,750

Table 8 Sample budget narrative Section I.G.1.

Member Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Pre-service orientation and team building/service specific training for 46 members: 4.5-day campus-based training (\$15,950 contracted rate includes training/lodging space and training facilitators)- Daily Rate of 0	13,500	2,450	15,950
Leadership training consultant (for 10 members): 1 day prep, 3 days of training)- Daily Rate of 700	0	2,800	2,800
Category Totals	13,500	5,250	18,750

Table 9 Sample budget narrative Section I.G.2.

H. Evaluation

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Independent evaluator: 15 days- Daily Rate of 700	0	10,500	10,500
Category Totals	0	10,500	10,500

Table 10 Sample budget narrative Section I.H.

I. Other Program Operating Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Staff criminal history checks (2 staff returning with completed checks): 2 @ \$79	158	0	158
Member criminal history checks (assuming all members are new): 46 @ \$79	3,634	0	3,634
Category Totals	3,792	0	3,792

Table 11 Sample budget narrative Section I.I.

Section Totals	271,817	62,335	334,152
PERCENTAGE	81.35%	18.65%	

Table 12 Sample budget narrative Section I. Subtotals

Section II. Member Costs

A. Living Allowance

Item -# Mbrs w/ Allow -Allowance Rate -# Mbrs w/o Allow	CNCS Share	Grantee Share	Total Amount
Full Time (1700 hrs): 36 Member(s) at a rate of 30900 each Members W/O allowance 0	556,200	556,200	1,112,400
Three Quarter Time slots (1200 hours): 10 Member(s) at a rate of 23200 each Members W/O allowance 0	174,000	58,000	232,000
1-Year Half Time (900 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (1 st Year): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (2 nd Year): Member(s) at a rate of each Members W/O allowance	0	0	0
Reduced Half Time (675 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Quarter Time (450 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Minimum Time (300 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Abbreviated Time (100 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Category Totals	730,200	614,200	1,344,400

Table 13 Sample budget narrative Section II.A.

B. Member Support Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA for Members: 7.65% of total member living allowances	55,860	46,987	102,847
Health Care for FT members who accept it (provided by Indian Health Services): estimated 90% of FT members will accept, costs covered off budget	0	0	0
Worker's Compensation: 2% of total member living allowances	14,604	12,284	26,888
State Unemployment Insurance (required): 1% of total member living allowances	7,302	6,142	13,444
Category Totals	77,766	65,413	143,179

Table 14 Sample budget narrative Section II.B.

Section Totals	807,966	679,613	1,487,579
PERCENTAGE	54.31%	45.69%	

Table 15 Sample budget narrative Section II. Subtotals

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Category Totals	0	0	0

Table 16 Sample budget narrative Section III.A.

B. Federally Approved Indirect Cost Rate

Calculation -Cost Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount
Final: Salaries and benefits (\$188,773) x .48= \$90,611 (claiming 45%) - CNCS Share of 5% (total CNCS direct costs of \$1,079,783 x 0.0526 = \$56,797)with a rate of 48 and a rate claimed of 45	56,797	28,151	84,948
Category Totals	56,797	28,151	84,948

Table 17 Sample budget narrative Section III.B.

Section Totals	56,797	28,151	84,948
PERCENTAGE	66.86%	33.14%	

Table 18 Sample budget narrative Section III. Subtotals

Budget Totals	1,136,580	770,099	1,906,679
PERCENTAGE	59.61%	40.39%	
Required Match		38%	
Total MSYs	43.00		
Cost/MSY	26,432.09		

Table 19 Sample budget narrative Totals

Source of Funds

Section	Match Description	Amount	Classification	Source
Source of Funds	Organization's General Funds (secured)	74,736	Cash	Private
	Professional services donation (secured)	13,300	In Kind	Private
	Space at National Park Service site (secured)	2,450	In Kind	Federal
	State Department of Education (proposed)	679,613	Cash	State/Local
Total Source of Funds		770,099		

Table 20 Sample budget narrative Source of Funds