

Fiscal Year 2025 AmeriCorps Seniors RSVP

SAMPLE BUDGET NARRATIVE

This resource is for reference only, not 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 @ \$66,000 annually: - 1 person(s) at 66,000 each x 100 % usage	66,000	0	66,000	0
Project Assistant - 0.55 FTE @ \$43,800 annually: - 1 person(s) at 43,800 each x 55 % usage	24,090	0	24,090	0
Data Specialist - 0.4 FTE @ 48,660 annually: - 1 person(s) at 48,660 each x 40 % usage	0	19,464	19,464	0
Category Totals	90,090	19,464	109,554	0

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 compensation (all budgeted staff)	6,892	1,489	8,381	0
Health Insurance: PD - 11.4% of salary (7,524), PA - 18.2% of salary (4,384), DS - 17% of salary (3,309)	11,908	3,309	15,217	0
Retirement: 5.8% of total compensation (all budgeted staff)	5,225	1,129	6,354	0
Life Insurance: \$778 premium per person for basic benefit. (Employees cover expanded coverage costs) x 1.95 FTE	1,206	311	1,517	0
Workers Comp: Workers Comp: Based on 2.37% of compensation (all budgeted staff)	2,135	461	2,596	0
Category Totals	27,366	6,699	34,065	0

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 (PD and PA) for site visits, project material distribution, recruitment, etc: Average 300 mi/month x \$.675/mi (per organizational policy)	2,430	0	2,430	0
Category Totals	2,430	0	2,430	0

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 and PC travel to CNCS-sponsored TTA (annual convening): per diem - \$79/day x 4 days (@ 75% on first and last days); lodging - \$258 x 3 nights; round trip airfare - \$303; local transportation - \$50 (est) - Meals/Lodging 2,101 Trans 706 Other 0	2,000	807	2,807	0
Category Totals	2,000	807	2,807	0

D. Equipment

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

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 125 pieces per month at .66 per piece	990	0	990	0
Laptop, mouse, keyboard, external monitor, printer for PD: estimated \$850	850	0	850	0
Program Supplies: program materials for service delivery (avg cost \$50/month per site x 13 sites)	7,800	0	7,800	0
Category Totals	10,660	0	10,660	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 .1625 (1.95 FTE allocated to this project of 12 total staff)	265	0	265	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)	105	0	105	0
3-day volunteer engagement training (agenda includes recruitment, screening and placement, orientation and training, supervision, evaluation, and recognition) for 2 staff (\$525/pp) to enhance their skills and share knowledge with service site staffs: (daily rate = 175)	0	1,050	1,050	0
Category Totals	370	1,050	1,420	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 - \$88 each (existing staff has current and complete NSCHC):	176	0	176	0
Technology: internet and cell phone service @ \$280/month x .1625 (1.95 FTE allocated to this project of 12 total staff):	546	0	546	0
Office space rent at \$766/month x .1625 (1.95 FTE allocated to this project of 12 total staff):	1,494	0	1,494	0
Category Totals	2,216	0	2,216	0

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
Final: Total Salaries and Fringe Benefits: Final rate is 10.25% of total salaries and fringe benefits (143,619); Amount claimed is 7.45% of salaries and fringe, with a rate of 10.25 and a rate claimed of 7.45	6,000	4,700	10,700	0
Category Totals	6,000	4,700	10,700	0

Table 9 Sample budget narrative Section I.J.

Section Totals	141,132	32,720	173,852	0
PERCENTAGE	81.18%	18.82%		

Table 10 Sample budget narrative Section I. Subtotals

Section II. Volunteer Expenses

A. 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 24 vols x 100 meals/year per vol)	14,400	0	14,400	0
Uniforms: branded uniforms and ID badges for 100 volunteers (avg \$10.5 each)	1,050	0	1,050	0
Insurance: required volunteer accident, personal liability, and excess auto liability insurance, quoted premium (4237)	4,237	0	4,237	0
Recognition: breakfast event: for 300 volunteers: Facility rental: \$250, Meals: \$17.75/person, Gift: \$20/volunteer	11,325	250	11,575	0
Volunteer Travel: Volunteer mileage reimbursement at \$.675/mi (per organizational policy) with a cap of \$50/month (\$600/year) x 52 volunteers (calculation based on historical average of \$145/year per volunteer)	7,540	0	7,540	0
Category Totals	38,552	250	38,802	0

Table 12 Sample budget narrative Section II.B.

Section Totals	38,552	250	38,802	0
PERCENTAGE	99.36%	0.64%		

Table 13 Sample budget narrative Section II. Subtotals

Budget Totals	179,684	32,970	212,654	0
PERCENTAGE	84.50%	15.50%		
Required Match		10%		

Table 14 Sample budget narrative totals

Source of Funds

Section	Description
Section I. Volunteer Support Expenses	\$31,670 - ORGANIZATION'S GENERAL OPERATING FUNDS: secured, cash resources, private source \$1,050 - VOLUNTEER IMPACT SOLUTIONS, LLC: secured, in-kind resources, private source
Section II. Volunteer Expenses	\$250 - HIGHER EDUCATION PARTNER (TBD): proposed, in-kind resources, state/local government source

Table 15 Sample budget narrative Source of Funds