

**Budget Narrative: SAMPLE for FY 2023 September 11<sup>th</sup> Day of Service and Remembrance applicants**

***Not intended for replication.***

**Section I. Support Expenses**

**A. Project Personnel Expenses**

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Director of Programs - provides daily oversight of grant program: - 1 person(s) at 97500 each x 5 % usage	4,875	0	4,875
Project Manager - coordinates all project activities and events: - 1 person(s) at 79500 each x 35 % usage	27,825	0	27,825
Associate Project Manager - train, assign, and support volunteers: - 1 person(s) at 57500 each x 25 % usage	43,125	0	43,125
No individual staff salary exceeds 100% across all AmeriCorps programs: - 0	0	0	0
<b>Category Totals</b>	75,825	0	75,825

*Table 1 Sample budget narrative Section I.A.*

**B. Personnel Fringe Benefits**

Item -Description	CNCS Share	Grantee Share	Total Amount
FICA: 7.65% of project personnel expenses	5,801	0	5,801
Health Insurance: provided off budget	0	0	0
Retirement: provided off budget	0	0	0
Life Insurance: provided off budget	0	0	0
<b>Category Totals</b>	5,801	0	5,801

*Table 2 Sample budget narrative Section I.B.*

**C. Travel**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Site visits to provide technical assistance, monitoring, and promotion at service sites, approximately 2500 miles @ \$0.55/mile (estimates based on historical data)	1,375	0	1,375
<b>Category Totals</b>	1,375	0	1,375

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

**D. Equipment**

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

*Table 4 Sample budget narrative Section I.D.*

**E. Supplies**

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Office supplies: General supplies to support everyday work (average \$500 year per person x .65 FTE)	325	0	325

<b>Category Totals</b>	325	0	325
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Table 5 Sample budget narrative Section I.E.

**F. Contractual and Consultant Services**

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Local event coordinators: 25 coordinators providing project and volunteer oversight, @ \$1,000 each	25,000	0	25,000
Graphic Designer - print and social media: 80 Hours @ \$75/hour	6,000	0	6,000
<b>Category Totals</b>	31,000	0	31,000

Table 6 Sample budget narrative Section I.F.

**I. Other Support Costs**

Item	CNCS Share	Grantee Share	Total Amount
NSCHCs for program staff (\$96/each)	288	0	288
Subgrants to Local Sites: \$2,000 - \$10,000 subgrants to approximately 25 sites to support 9/11 activities. (Subgrantees will cover staff NSCHCs as required.)	150,000	0	150,000
<b>Category Totals</b>	150,288	0	150,288

Table 7 Sample budget narrative Section I.G.

**J. Indirect Costs**

Calculation -Cost Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount
Indirect Costs: 24.8% fixed rate, based on project personnel salaries and fringe benefits, rate claimed is 24%:	19,590	0	19,590
<b>Category Totals</b>	19,590	0	19,590

Table 8 Sample budget narrative Section I.J., using Federally Approved Indirect Cost Rate

<b>Section Totals</b>	284,204	0	284,204
<b>PERCENTAGE</b>	100.00%	0.00%	

Table 9 Sample budget narrative Section I. totals

<b>Budget Totals</b>	284,204	0	284,204
<b>PERCENTAGE</b>	100.00%	0.00%	
<b>Required Match</b>		0.00%	

Table 10 Sample budget narrative totals

**Source of Funds**

Section	Description
Section I. Support Expenses	

Table 11 Sample budget narrative Source of Funds