

Fiscal Year 2024 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: - 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: - 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: - 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

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 annual premium per person for basic benefit. (Employees cover costs for expanded coverage.) 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

C. Project Staff Travel

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

Long Distance Travel

Purpose -Destination -Other Travel -Trans. Amount -Meals/ Lodging	CNCS Share	Grantee Share	Total Amount	Excess Amount
PD and PA 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	2,500	307	2,807	0
Category Totals	2,500	307	2,807	0

D. Equipment

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

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	
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

F. Contractual and Consultant Services

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Photocopier rental and maintenance contract for project related copying: \$136/month x .1625 (1.95 FTE allocated to this project of 12 total staff)	0	265	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)	0	105	105	0
3-day volunteer engagement training (agenda includes recruitment, screening and placement, orientation and training, supervision, evaluation, and recognition) for 2 staff to enhance their skills and share knowledge with service site staffs (\$675/pp):	0	1,350	1,350	0
Category Totals	0	1,720	1,720	0

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 - \$88each (existing staff member has current and complete NSCHC):	176	0	176	0
Technology: office phones, internet, cell phone service @ \$360/month x .1625 (1.95 FTE allocated to this project of 12 total staff):	0	702	702	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	1,670	702	2,372	0

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 is 20.25% of modified total direct costs (200,150); Amount claimed is 17.9% of modified total direct costs, with a rate of 20.25 and a rate claimed of 17.9	17,913	17,913	35,826	0
Category Totals	17,913	17,913	35,826	0
Section Totals	152,629	46,805	199,434	0
PERCENTAGE	76.53%	23.47%		

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 28 vols x 100 meals/year per vol)	16,800	0	16,800	0
Uniforms: branded uniforms and ID badges for 76 volunteers (avg \$11 each)	836	0	836	0
Insurance: required volunteer accident, personal liability, and excess auto liability 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 \$.675/mi (per organizational policy) with a cap of \$50/month (\$600/year) x 76 volunteers (calculation based on historical average of \$145/year per volunteer)	11,020	0	11,020	0
Category Totals	36,142	400	36,542	0
Section Totals	36,142	400	36,542	0
PERCENTAGE	98.91%	1.09%		
Budget Totals	188,771	47,205	235,976	0
PERCENTAGE	80.00%	20.00%		
Required Match		20.00%		

Source of Funds

Section	Description
Section I. Volunteer Support Expenses	\$45,455 - ORGANIZATION'S GENERAL OPERATING FUNDS: secured, cash resources, private source \$1,350 - VOLUNTEER IMPACT SOLUTIONS, LLC: secured, in-kind resources, private source
Section II. Volunteer Expenses	\$400 - HIGHER EDUCATION PARTNER (TBD): proposed, in-kind resources, state/local government source