



2020 Request for Applications Budget and Budget Narrative Guidelines

The NAAF RFA Budget Template is a required form. Applicants must use PDF format for the project budget submitted to NAAF.

IMPORTANT: Budget entries provided should only reflect funding requested from NAAF for the project(s) in the application. NAAF may recommend that only a portion of the successful applicant's funding request be approved. Applicants are requested to itemize expenses related to categories of activities (e.g. training/technical assistance, re-granting, etc.) in their budget(s) and budget narrative(s) so that reviewers may isolate funding categories, if necessary, in making final funding recommendations. Please refer to the available Budget Template and sample budget narrative for an example and guide.

Please provide a budget using the NAAF RFA budget template and a budget narrative detailing items covered in the budget. In the budget narrative, provide descriptive information concerning the items for which funding is requested. Please provide sufficient detail to adequately discuss the budget items related to your project narrative.

A reminder about Indirect Costs: Indirect costs are requested to be calculated as follows:

- Up to 15% allowed on project expenses
- For the purposes of calculating indirect expenses, capital line items will be considered as part of project expenses, and so therefore may be included in the calculation of 15% for indirect

PERSONNEL

For personnel, please provide each staff member's title (if known), their annual salary total, and the percentage of time they will devote to the project proposed. Please indicate new positions and add additional lines for personnel as needed. Please provide personnel fringe percentages as a subtotal for entire personnel costs.

MEETINGS

For meetings, please provide details on the number of meetings proposed, and any costs related to the meetings (i.e. facility rental, hospitality, supplies, A/V rental, participant registration, trainer fees, etc.). NOTE: Given the COVID-19 situation, you may want to include these costs but be prepared to shift to alternatives to in-person gatherings, as necessary. If you believe in-person meetings might be allowable then please include those costs. If meetings cannot be held, NAAF will be flexible with the applicant to shift budget requests to alternatives to in-person

gatherings.

TRAVEL

For travel, please provide detail on the approximate number of trip(s), the destination(s) of the trip(s) and average projected costs for airfare, ground transportation/mileage, per diem, and lodging. Travel for staff, consultants and any project participants should be included in this category. No international travel is allowed. Please budget at least \$750 for one project staff person to attend the annual gathering for NAAF grantees.

NOTE: Given the COVID-19 situation, you may want to include these costs but be prepared to shift to alternatives to travel, as necessary. If you believe travel might be allowable then please include those costs. If travel cannot be conducted, NAAF will work flexibly with the applicant to shift budget requests to alternatives to travel.

SUPPLIES

The category of “Supplies” refers to individual items costing \$4,999 or less. Please list these items, relationship to the proposed project and cost.

EQUIPMENT/CAPITAL EXPENDITURES

Equipment refers to items costing \$5,000 or more. Please list these items, relationship to the proposed project and cost.

CONTRACTUAL/CONSULTANTS

Contractual/consultants refers to outside expertise hired to help implement or advise the proposed project. Please provide as much information as possible regarding the contractual/consultants, i.e., name of the individual, if known; type of contractual/consultant required for the project; expertise they will offer; hourly rate (or projected budget for services); and the number of hours projected.

PRINTING/PUBLICATIONS

Printing/publications refers to costs for reports, publications, or specific materials in support of the proposed project, as opposed to in-house photocopying.

OTHER

“Other” refers to any other item that is not reflected in the above categories, such as:

- a. **Communications** – Mailings, postage, faxes, and telephone or internet access charges.
- b. **Photocopying** – In-house photocopying of materials.

- c. **Service or Maintenance Contracts** – If equipment is used for the project, project costs can include a percentage of costs for the equipment related to the percentage of use for the project.
- d. **Conference/Meetings** – Detailed costs of conferences or meetings the applicant will attend (as a participant, not a host) should be included here.
- e. **Speaker/Trainer fees** – Information on speakers/trainers to be used during the project period should include the fee, if applicable, and description of services provided.
- f. **Honoraria** – Honoraria to persons providing a service to the project are allowable. Provide information regarding the honorarium amount.

INTERMEDIARY FUNDS

Intermediary funds may include funds to be re-granted or loaned to other eligible organizations/entities or scholarships to be provided to eligible individuals.

INDIRECT COSTS

Indirect costs are calculated as a percentage of the above categories and line items. Indirect costs cover expenses related to administrative, finance and human resources staff; rent; utilities; phones; internet; office supplies; insurance; accounting/bookkeeping fees; audit fees; and related expenses. Please see above for additional guidance in calculating indirect. The maximum indirect costs allowed for NAAF funding for the 2020 RFA project period is 15%.

UNALLOWABLE COSTS

- a. Alcoholic beverages
- b. Entertainment costs
- c. Incentives given to entice participation in meetings, surveys and other events.
- d. Rent for grantee-owned facilities, unless charging rental is the standard operating procedure for the grantee.
- e. Award ceremonies, unless project activities (business assistance, technical support, agricultural education or advocacy) are the central purpose for the event.
- f. Receptions
- g. Application writing costs

Note: Meals are allowable when they are critical part of the meeting or conference.