

NAAF Budget narrative sample

ORGANIZATION NAME
PROJECT NAME
REQUESTED GRANT PERIOD: 24 MONTHS

PERSONNEL

Annually, the Executive Director will allocate 5% of her time on re-granting oversight and 5% of her time on training/technical oversight. Her annual salary is \$100,000. We anticipate a 3% salary increase in year 2. \$10,000 is allocated for her in Year 1, and \$10,300 in Year 2; totaling \$20,300 over the 2 year grant period.

Annually, the Senior Program Officer will allocate 10% of her time on training/technical assistance. Her annual salary is \$75,000. We anticipate a 3% salary increase in year 2. \$7,500 is allocated for her in Year 1, and \$7,725 in Year 2; totaling \$15,225 over the 2 year grant period.

Annually, the Grants Officer will allocate 10% of his time on the regranting program for NAAFTF activities. His annual salary is \$55,000 annual salary. We anticipate a 3% salary increase in year 2. \$5,500 is allocated for her in Year 1, and \$5,665 in Year 2; totaling \$11,165 over the 2 year grant period.

Tax and Fringe is calculated at 18% on top of the personnel subtotal. It will total \$4,140 in year 1 and \$4,264 in year 2; \$8,404 over the two year grant period.

DIRECT EXPENSES

MEETINGS

There will be 2 one-day meetings for training/TA. Costs will include 1 day of facility use and AV/equipment rental (\$200/day plus hospitality for 10 people @ \$25/person).

The calculation is as follows: \$200/day * 2 days = \$400 total annually.

10 people * \$25 each * 2 meetings = \$500 total annually.

The annual total costs for meetings is \$900.

TRAVEL

One staff member and one consultant will make two one-day site visit trips annually to Sioux Falls, SD for training/TA. Airfare is calculated at \$500/trip (two people * 2 trips/year = \$2,000/year). Lodging is calculated at \$150/night (two people * two nights * two trips = \$900/year). Per diem is calculated at \$35/day (two people * two days * two trips = \$210/year). Ground transportation is calculated at \$50/day (two people * two days * two trips = \$ 300/year).

Travel will total \$3,410 per year; \$6,820 over two years.

SUPPLIES

“Supplies” mainly refers to office supplies (paper, printer ink, etc.). 35% of items in the “Supplies” category will be used for regrants and 65% will be used for training/TA. Supplies are estimated at \$1,000/year. In addition, funding for one new laptop computer will be used for training/TA, to be purchased in year 1 (estimated at \$1,500).

Supplies will total \$2,500 in year 1; \$1,000 in year 2; \$3,500 over two years.

EQUIPMENT

n/a

CONTRACTUAL/CONSULTANTS

One consultant per training/TA site visit will participate. We estimate 24 hours total per site visit for preparation, site visit participation and follow up. At \$100/hour * 24 hours, this will total \$2,400 per site visit. Two site visits/year will total \$4,800.

The contractual/consultant category will total \$4,800 in year 1 and \$4,800 in year 2; \$9,600 over two years.

PRINTING/PUBLICATIONS

Printing/publications will cover materials for the training/TA site visits. 10 people will participate in each of two site visits, with materials estimated at \$25 per person. The calculation will be as follows: 10 people @ \$25/ea. per site visit * two site visits = \$500 in year 1 and \$500 in year 2; totaling \$1,000 in years 1 and 2.

OTHER

n/a

INTERMEDIARY FUNDS

\$100,000 in year 1 and \$100,000 in year 2 is requested for regrants. We anticipate making 10 re-grants @ \$10,000 ea. The category of re-grants will total \$200,000 over two years.

\$10,000 in year 1 and \$10,000 in year 2 is requested for scholarships. We anticipate making 10 scholarships @ \$1,000 ea. The category of scholarships will total \$20,000 over two years.

Intermediary funds will total \$110,000 in year 1 and \$110,000 in year 2; \$220,000 over two years.

INDIRECT COSTS

Indirect costs are calculated at 15% on project expenses.

The calculation is as follows:

Year 1:

Project expenses: \$101,500 * .15 = \$15,225

Total indirect: \$15,225

Year 2:

Project expenses: $\$108,818 * .15 = \$15,123$

Total indirect: \$15,123

Total indirect in years 1 and 2: \$30,348

Year 1 expenses will total: \$164,475

Year 2 expenses will total: \$163,687

Years 1 and 2 expenses will total: \$328,162

SAMPLE