



2022 Request for Applications Sample Budget Narrative

The following represents a sample budget narrative. Feel free to use this sample narrative as a basis for your organization's own budget narrative.

**Native Food Sovereignty, Inc.
Training Native Food Sovereignty Advocates
Grant Period: 24 months**

PERSONNEL

The Executive Director will allocate 5% of her time on re-granting and training oversight. The position has an annual salary of \$100,000 and we anticipate a 3% salary increase in year 2. This equates to \$5,000 in year 1 and \$5,150 in year 2 for a total of \$10,150.

The Senior Program Officer will allocate 10% of her time on training/technical assistance. The position has an annual salary of \$75,000 and we anticipate a 3% salary increase in Year 2. This equates to \$7,500 in year 1 and \$7,725 in year 2 for a total of \$15,225.

The Grants Officer will allocate 10% of his time on the re-granting program. The position has an annual salary of \$55,000 and we anticipate a 3% salary increase in Year 2. This equates to \$5,500 in year 1 and \$5,665 in year 2 for a total of \$11,165.

Personnel fringe is calculated at 18% for all three positions. This equates to \$3,240 in year 1 and \$3,337.20 in year 2 for a total of \$6,577.20.

Personnel Year 1 = \$21,240
Personnel Year 2 = \$21,877.20
Personnel Total = \$43,117.20

DIRECT COSTS

Hosted Events

There will be two events hosted each year: Winter Technical Assistance Training and Summer Technical Assistance Training. Costs for each event include one day of facility and audio/visual rental (\$200) and meals for participants (\$25/person * 10 people = \$250). This equates to \$900 in year 1 and \$900 in year 2 for a total of \$1,800.

Total: \$1,800

Travel

One staff member and one consultant will make two site visits each year to Sioux Falls, SD for training and technical assistance. Costs for each site visit includes airfare (\$500/person * 2 people = \$1,000), lodging (\$150/night * 2 nights * 2 people = \$600), per diem (\$35/day * 2 days * 2 people = \$140), and ground transportation (\$50/day * 2 days * 2 people = \$200). The total for one site visit is \$1,940. This equates to \$3,880 in year 1 and \$3,880 in year 2 for a total of \$7,760.

We are budgeting \$750 for traveling to the NAAF-sponsored grantee event in year 1.

Total: \$7,760

Supplies

We request funding for office supplies (paper, printer ink, etc.) to be used in re-granting efforts (35%) and training/technical assistance work (65%). This equates to \$1,000 in year 1 and \$1,000 in year 2. We also request \$1,500 in year 1 for a new laptop computer for training/technical assistance. This totals \$3,500 over two years.

Total: \$3,500

Equipment and/or Capital Expenditures

N/A

Contractual/Consultant

We will have one consultant per site visit for training/technical assistance. We estimate 24 hours per site visit for preparation, participation and follow up activities. Consultant costs are \$2,400 (24 hours * \$100/hour) per site visit. This equates to \$4,800 in year 1 and \$4,800 in year 2 for a total of \$9,600.

Total: \$9,600

Printing/Publications

We request funds to print materials for training/technical assistance at the site visits. Printing costs are \$250 (\$25/person * 10 people) per site visit. This equates to \$500 in year 1 and \$500 in year 2 for a total of \$1,000.

Total: \$1,000

Other

N/A

Direct Costs Year 1 = \$13,330
Direct Costs Year 2 = \$11,080
Direct Costs Total = \$24,410

INTERMEDIARY FUNDS

We anticipate awarding 10 re-grants of \$5,000 each in each year. This equates to \$50,000 in year 1 and \$50,000 in year 2 for a total of \$100,000.

Total: \$100,000

We anticipate awarding 10 scholarships of \$1,000 each in each year. This equates to \$10,000 in year 1 and \$10,000 in year 2 for a total of \$20,000.

Total: \$20,000

Intermediary Year 1 = \$60,000
Intermediary Year 2 = \$60,000
Intermediary Total = \$120,000

INDIRECT COSTS

Our indirect rate is 15% on all personnel and direct expenses.

Indirect Costs Year 1 = \$5,185.50
Indirect Costs Year 2 = \$4,943.58
Indirect Costs Total = \$10,129.08

TOTALS

Year 1 = \$99,755.50
Year 2 = \$97,900.78

Grand Total = \$197,656.28