

## Native American Agriculture Fund (NAAF) 2019 RFA Budget and Budget Narrative Guidelines

**The NAAF RFA Budget Template (in pdf format) is a required form. Applicants are required to use the PDF format for the project budget presented to NAAF.**

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

In addition to completing the provided pdf budget template, please also separately provide a budget narrative detailing each line item covered in the budget: computations, a narrative description, and a justification for each cost requested. Please provide sufficient detail regarding the breakdown of costs for each of the proposed activities in your application as they relate to each relevant category of activity (e.g., re-granting, training/technical assistance, education, etc.).

***A reminder about Indirect Costs:*** Indirect expenses 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.
- Please note that requests reflecting a lower percentage of indirect fees are more likely to be granted.

### **PERSONNEL**

For **personnel**, please provide each staff member's title, her/his annual salary total, and the percentage of time s/he will devote to the project proposed with NAAF funding. Please indicate which staff positions may be newly-added positions that may be needed. Add additional lines for additional personnel that will need to be listed.

Please provide the percentage calculated for personnel fringe benefits as a subtotal of the personnel subtotal. That percentage should be mathematically calculated in the line for "tax and fringe," on the subtotal of the personnel line items.

### **MEETINGS**

For meetings, please provide details on the number of meetings proposed, and costs related to facility rental, hospitality, supplies, a/v rental, participant registration and other.

### **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 air fare, 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 \$1000 for one project staff person to attend the annual gathering for funded applicant grantees.

### **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. This category may also include honoraria for speakers or participants. Please list each of these individuals (and if the name of the individual is unknown at this time, please list the type of contractual/consultant required for the project), the expertise they will offer, their hourly rate (or projected budget for services) and the number of hours projected.

### **PRINTING/PUBLICATIONS**

Printing/publications refers to publishing reports, publications or printing any type of materials in support of the proposed project. Please provide details on the items to be printed and relationship to the proposed project. For publications or reports, please project the number of reports needed and average cost.

### **OTHER**

“Other” refers to any other item that is not reflected in the above categories.

- a. **Communications** – Mailings, postage, expressmail, faxes, and telephone long distance charges. This item may also include internet access charges.
- b. **Photocopying** – In-house photocopying of materials associated with the project. Photocopying on site should not be confused with printing (see above).
- c. **Service or Maintenance Contracts** – Costs should be in direct correlation to the use of equipment for the project (if a particular machine is used 50% of the time for the project, the project should only be charged 50% of the costs.) Provide details of the type of equipment and the amount of the service contract to be paid from the project funds.
- d. **Conference/Meetings** – Detailed costs of conference or meetings that will be held or attended should be itemized. If the applicant will host conferences/meetings, examples of appropriate costs may include: rental of venue, equipment or A/V charges, honorariums, fees for trainers, guest speakers, travel and per diem.
- e. **Speaker/Trainer fees** – Information on speakers or trainers to be used during the project period should include the fee and description of services provided.
- f. **Honoraria** – Honoraria to persons providing a service to the project are allowable. Provide information regarding the honorarium amount and a brief statement regarding the service performed.

## **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 allowed for NAAF funding for the 2019 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.