



2021 Request for Applications Budget and Budget Narrative Guidelines

OVERVIEW

Terms:

- Budget: refers to the funding requests presented via spreadsheet
- Budget Narrative: refers to the funding request presented via narrative text

Applicants are required to use the 2021 RFA Budget Template; applications not using NAAF's template may not qualify for review. The completed budget must be uploaded both as an Excel file (.xlsx) and as a PDF file (.pdf). The completed budget narrative must be uploaded as a PDF file (.pdf). Please utilize the budget template and samples listed below to aid in the process.

- 2021 RFA Budget Template
- 2021 RFA Sample Budget
- 2021 RFA Sample Budget Narrative

Access budget files here: www.nativeamericanagriculturefund.org/grants

IMPORTANT: Budget line items should only reflect funding requested from NAAF for the project(s) in the application. Do not list line items or funds for which you are not requesting, such as in-kind funds or funds from outside organizations being leveraged towards the project. There is space to include in-kind and leverage funds in other areas of the application.

If an application is accepted, NAAF may recommend that only a portion of the successful applicant's funding request be approved. Applicants are requested to itemize expenses related to (according 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 2021 RFA Budget Template, 2021 RFA Sample Budget and 2021 RFA Sample Budget Narrative for guidance.

NAAF requires a unique budget and budget narrative for each proposed project, whether it be a general or special focus area, that an organization selects in the application. In the budget narrative, provide descriptive information concerning the items for which funding is requested. Please give sufficient detail to adequately discuss the budget items related to your project narrative.

PERSONNEL COSTS

The personnel section covers salaries and wages and fringe benefits for employees of the applicant organization who will contribute to the proposed project. In the budget template, create a line item for each staff member with the following information: job title, percentage of time devoted to the proposed project, total annual salary and anticipated salary increases for year 2 (if applicable). In the budget narrative, provide detail on the role of each staff member in the project and indicate whether the position is new.

See example:

Personnel Costs			
Executive Director (5% time; \$100,000 annual salary, 3% increase in Year 2)	\$ 5,000.00	\$ 5,150.00	\$ 10,150.00
Senior Program Officer (10% time; \$75,000 annual salary, 3% increase in Year 2)	\$ 7,500.00	\$ 7,725.00	\$ 15,225.00
Grants Officer (10% time; \$55,000 annual salary, 3% increase in Year 2)	\$ 5,500.00	\$ 5,665.00	\$ 11,165.00
Salary and wage subtotal	\$ 18,000.00	\$ 18,540.00	\$ 36,540.00
Fringe: Executive Director (18%)	\$ 900.00	\$ 927.00	\$ 1,827.00
Fringe: Senior Program Officer (18%)	\$ 1,350.00	\$ 1,390.50	\$ 2,740.50
Fringe: Grants Officer (18%)	\$ 990.00	\$ 1,019.70	\$ 2,009.70
Fringe subtotal	\$ 3,240.00	\$ 3,337.20	\$ 6,577.20
Personnel Costs by Year and Total	\$ 21,240.00	\$ 21,877.20	\$ 43,117.20

DIRECT COSTS

Direct costs are expenses incurred for activities linked directly to the proposed project. NAAF recognizes a number of direct costs identified below.

Hosted Events

The hosted events section covers expenses related to meetings, conferences or other events hosted by the applicant in carrying out proposed grant activities. In the budget template, create line items for each hosted event. Example line items include facility rental, hospitality, supplies, A/V rental, trainer fees, virtual event production fees, etc. In the budget narrative, provide detail on the purpose of each hosted event, location, format and number of people involved.

NOTE: Given potential in-person gathering limitations due to COVID-19, 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 in-person meetings cannot be held, NAAF will be flexible with the applicant to shift budget requests to alternatives.

Travel

The travel section covers transportation, lodging, per diem and other travel related expenses for staff, consultants and project participants. No international travel is allowed. In the budget template, create line items for each subsection of travel and list the cost. In the budget narrative,

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.

Please also budget at least \$750 for airfare/mileage for one project staff person to attend the annual gathering for NAAF grantees, tentatively scheduled for 2022. Other costs (lodging, meals, etc.) will be covered by NAAF.

NOTE: Given potential travel limitations due to COVID-19, 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 supplies section covers individual items costing \$4,999 or less. In the budget template, create a line item for groups of supplies and list the cost. In the budget narrative, describe the relationship to the proposed project and cost.

Equipment and Capital Expenditures

The equipment and capital expenditures section covers individual items costing \$5,000 or more and major investments into physical assets (e.g., constructing a greenhouse). In the budget template, create a line item for each piece of equipment and list the cost. In the budget narrative, describe the relationship to the proposed project and cost.

Contractual and Consultants

The contractual and consultants section covers outside expertise hired to help implement or advise the proposed project, including sub-awards to other organizations. In the budget template, create a line item for each contract and list the cost. In the budget narrative, 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 and Publications

The printing and publications section covers costs for reports, publications, or specific materials in support of the proposed project. In the budget template, create a line item and list the cost. In the budget narrative, provide information on the purpose of the publication and expected distribution audience.

Other

The other section covers other expenses not reflected in the categories above, 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 maintenance of 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.
- g. **Stipends** – Stipends for interns, apprentices or other non-employees and non-consultants working on project activities.

See example:

Direct Costs			
Winter Technical Assistance Training			
Facility rental and A/V fee	\$ 200.00	\$ 200.00	\$ 400.00
Meals for participants	\$ 250.00	\$ 250.00	\$ 500.00
Summer Technical Assistance Training			
Facility rental and A/V fee	\$ 200.00	\$ 200.00	\$ 400.00
Meals for participants	\$ 250.00	\$ 250.00	\$ 500.00
Travel			
Airfare	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
Lodging	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00
Per Diem	\$ 280.00	\$ 280.00	\$ 560.00
Ground Transportation	\$ 400.00	\$ 400.00	\$ 800.00
NAAF 2022 Grantee Convening	\$ 750.00	\$ -	\$ 750.00
Supplies			
Office supplies (paper, printer ink, etc.)	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
Laptop	\$ 1,500.00	\$ -	\$ 1,500.00
Equipment and/or Capital Expenditure			
N/A	\$ -	\$ -	\$ -
Contractual/Consultant			
Consultant for Site Visits	\$ 4,800.00	\$ 4,800.00	\$ 9,600.00
Printing/Publications			
Technical assistance training booklets	\$ 500.00	\$ 500.00	\$ 1,000.00
Other			
N/A	\$ -	\$ -	\$ -
Direct Costs by Year and Total	\$ 13,330.00	\$ 11,080.00	\$ 24,410.00

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.

Note: Intermediary funds are excluded from indirect cost calculations.

See example:

Intermediary Funds			
Loans	\$ -	\$ -	\$ -
Re-grants	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00
Scholarships	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00
Intermediary Funds by Year and Total	\$ 60,000.00	\$ 60,000.00	\$ 120,000.00

INDIRECT COSTS

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. The maximum indirect rate allowed for the NAAF 2021 Request for Applications is 15%.

NAAF guidelines on indirect cost calculations are:

- Identify an indirect rate
 - o NAAF's maximum indirect rate is 15%
- Indirect costs = Rate * (All personnel costs + All direct costs)
- Intermediary funds are excluded from indirect calculations

Applicant organizations may have their own rules for calculating indirect costs, and those may be more restrictive than NAAF's guidance. For example, some organization's do not allow indirect on consultant fees or equipment costs. In that case, applicants should adhere to their organizational rules and share those rules with NAAF in the budget template and budget narrative.

Reminders:

- Applicants may use more restrictive rules for indirect calculation (e.g., no consultant fees or equipment costs), but they may not use more permissive rules (e.g., including intermediary costs or increasing indirect rate).
- The indirect rate on allowable line items (defined by NAAF's guidelines or the applicant's rules) **may not exceed 15%.**

See example:

Indirect Costs			
All personnel and direct line items <i>(max indirect rate of 15%, intermediary excluded)</i>	\$ 5,185.50	\$ 4,943.58	\$ 10,129.08

UNALLOWABLE COSTS

Unallowable costs include:

- 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.

Questions on these guidelines can be addressed by email to grants@NativeAmericanAgricultureFund.org or by phone to 479-466-2502.