



## 2024 Request for Applications Sample Budget Narrative

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**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 ( $\$25/\text{person} * 10 \text{ people} = \$250$ ). 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 ( $\$375/\text{person} * 2 \text{ people} = \$750$ ), lodging ( $\$150/\text{night} * 2 \text{ nights} * 2 \text{ people} = \$600$ ), per diem ( $\$35/\text{day} * 2 \text{ days} * 2 \text{ people} = \$140$ ), and ground transportation ( $\$50/\text{day} * 2 \text{ days} * 2 \text{ people} = \$200$ ). 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 \$1,000 for traveling to the NAAF-sponsored grantee event.

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 ( $24 \text{ hours} * \$100/\text{hour}$ ) 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 ( $\$25/\text{person} * 10 \text{ people}$ ) 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 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