

SAMPLE BUDGET NARRATIVE

The sample line-item budget narrative shown below is provided as a broad outline. Revise and amend this sample to present the details of your project. All object class category (line item) funding amounts must equal those presented in the SF-424A: Budget Information for Non-Construction Programs.

| Budget Justification (July 1, 2015 – June 30, 2016) | Year 2 |
|---|--------|
| PERSONNEL – Include a rationale for the amount of funding for each position. | |
| Chief Executive Officer @ \$XX/hour per week | |
| Chief Financial Officer @ \$XX/hour per week | |
| Project Director @ \$XX/hour per week | |
| Quality Improvement Coordinator @ \$XX/hour per week | |
| TOTAL PERSONNEL | |
| FRINGE BENEFITS | |
| Fringe benefits @ XX% of Total Salaries: | |
| X% FICA | |
| X% Health Insurance Coverage | |
| X% Retirement Plan | |
| X% Unemployment Tax Insurance | |
| X% Disability & Group Life | |
| TOTAL FRINGE | |
| TRAVEL | |
| Non-Local Travel: One day trip for XXXX: Mileage @ \$.XX/mile + Per Diem @ \$XX/day | |
| Two day/one night trip for XXXX: Airfare @ \$XXX + Hotel @ \$XXX/day + Per Diem @ \$XX/day + Ground transportation @ \$XX/day | |
| Local travel: 5,000 miles x \$.XX/mile | |
| TOTAL TRAVEL | |
| EQUIPMENT | |
| 1 printer/fax/copier all-in-one @ \$XXX | |
| 2 projectors @ \$XXX each | |
| 3 Adobe Professional software licenses @XX each | |
| TOTAL EQUIPMENT | |
| SUPPLIES | |
| Office supplies (\$XX/month x 12 months) | |
| TOTAL SUPPLIES | |

| Budget Justification (July 1, 2015 – June 30, 2016) | Year 2 |
|---|--------|
| CONTRACTUAL | |
| Translation services @ \$XXX | |
| Technical setup of interactive training webinars @ \$XXX | |
| TOTAL CONTRACTUAL | |
| OTHER – Include sufficient detail to justify each item. <i>Note: Federal funding CANNOT support lobbying/advocacy efforts, reserve requirements for state insurance licensure, or the construction/renovation of facilities.</i> | |
| Consultants: 100 days @ \$XXX/day | |
| Postage & Shipping: Correspondence and information for T/TA activities | |
| Printing: @ \$X per brochure x 1000 copies | |
| Telephone/Conference Calls: @ \$XXX/month x 12 months | |
| Webinars: 160 webinars x 100 participants (ave.) | |
| TOTAL OTHER | |
| TOTAL DIRECT CHARGES (Sum of all TOTAL rows above (e.g., Personnel, Fringe Benefits, Travel)) | |
| INDIRECT CHARGES – <i>Include approved indirect cost rate agreement in Attachment 6.</i> | |
| X.XX% indirect rate (includes utilities and accounting services) | |
| TOTALS (Total of TOTAL DIRECT CHARGES and INDIRECT CHARGES above) | |
| Additional Narrative: | |