



writing for *green*

Budgets Made Easy! Part 2:
Writing the Budget Narrative

Today's Objectives

By the end of the session, participants will

- **Know how to explain the rationale behind each budget line item**
- **Identify budget line items that need more info in the budget narrative**
- **Align the general proposal narrative, budget, and budget narrative**
- **Create a budget and budget narrative**
- **Be familiar with differences between budgets/budget narratives in federal grants and foundation grant applications**

Today's Agenda



Group Discussion: What is a Budget Narrative?



Group Exercise: Learning the Components of a Budget Narrative



Pair Exercises: Using Your Budget to Draft An RFA Narration and Your Own Budget Narrative!

What is a Budget Narrative?

- Explains what you are going to spend money on
 - (Different than just listing the items)
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Why is a Budget Narrative Important/ What Should A Budget Narrative Accomplish?

- Explain to funder that you have really thought through your plan and costs
- Show to reviewer that your costs are reasonable and rationale
-

What Are Common Mistakes to Watch Out For When Discussing Project Expenses in the Proposal Narrative, Budget, and Budget Narrative?

- Be sure categorize things properly
- Don't ask for things for that are not eligible
- Be careful of spending things that are not allowed such as lobbying, or population that are ineligible (based on funder interests and requirements)
- Present things in a clear way, and present your assumptions, align your budget with your outputs
- **Connect the dots**
 - Narrative, Budget, Budget narrative
 - Don't leave out critical items from one of the above - include in all 3 places
- Maybe the funders make mistakes too!
-

(Ex.1a) Narrative & Budget Alignment - *what's Missing?!*

Budget Narrative - Air Quality example

ABC Organization, a grassroots community group, is planning to train 3 citizen leaders to install and collect data from air quality monitors across the 100-square-mile county, and after 6 months they will write a report and present their findings to the community, the media and to local elected officials.

Budget excerpt - main items

Personnel: Project Coordinator (100%), administrative assistant (20%).

Fringe: 5% of salaries

Supplies: Air quality monitors

Equipment: None

Consultants/ Contractors: None

Travel: None

Other: None

(Ex.1b) Narrative & Budget Alignment - *Corrected ver.*

Narrative - Air Quality example

ABC Organization, a grassroots community group, is planning to train 3 citizen leaders to install and collect data from air quality monitors across the 100-square-mile county, and after 6 months they will write a report and present their findings to the community, the media and to local elected officials.

Budget excerpt - main items

Personnel: Project Coordinator (100%)

Fringe: **25% of salaries**

Supplies: Air quality monitors, **3 tablets for data collection, office supplies, etc.**

Equipment: None

Consultants/ Contractors: **Data analyst (100 hours)**

Travel: **Fuel (\$0.52 * 500 miles * 3 community leaders)**

Other: **Stipend for 3 community leaders**

(Ex.2a) Narrative & Budget Alignment - *what's Missing?!*

Narrative - Community Research ex.

XYZ Organization, a grassroots community group, is planning to organize a series of community meetings in the City of Metropolis to identify the environmental and health problems that are of the highest concern to are residents. XYZ will use grant funds to hire researchers at the local university, who will help them to design their survey instruments, and analyze the data. People from the community will go door-to-door to conduct approximately 350 surveys.

Budget excerpt - main items

Personnel: Project Coordinator (50%), administrative assistant (20%), Driver (50%)

Fringe: 25% of salaries

Supplies: office supplies, etc.

Equipment: 3 tablets for data collection

Consultants/ Contractors: \$0

Travel: \$0

Other: \$0

(Ex.2b) Narrative & Budget Alignment - *corrected ver.*

Budget Narrative - Community Research Ex.

XYZ Organization, a grassroots community group, is planning to organize a series of community meetings in the City of Metropolis to identify the environmental and health problems that are of the highest concern to are residents. XYZ will use grant funds to hire researchers at the local university, who will help them to design their survey instruments, and analyze the data. People from the community will go door-to-door to conduct approximately 350 surveys.

Budget excerpt - main items

Personnel: Project Coordinator (50%), administrative assistant (20%), **Driver (50%)**

Fringe: 25% of salaries

Supplies: office supplies, etc., **3 tablets for data collection**

Equipment: **\$0**

Consultants/ Contractors: **Public health research consultant from university (50 hours @ \$150/hr)**

Travel: \$0

Other: **Stipends for community members to conduct surveys (\$500 * 10 people)**

(Ex.3a) Narrative & Budget Alignment - *what's missing?!*

Narrative - Energy Efficiency example

123 Organization located in Ryal Side, FL, is planning to use Dept. of Energy grant funds to convert the local high school to clean energy. Their plan includes designing a system that uses electricity generated from solar panels to directly power a climate control system that uses heat pumps, and to offset the school's energy bill by selling extra electricity back to the grid. They have already identified a contractor (Clean Horizons), and received a quote for this system. The quote includes the cost of all equipment, engineering and planning. 123 will facilitate a community-engagement process to ensure that the local residents are heard, and that their concerns and ideas are accounted for. Everyone is very excited to get this project underway!

Budget excerpt - main items

Personnel: \$50,000 to Clean Horizons staff

Fringe: 25% of Personnel salaries

Supplies: NA

Equipment: \$150,000 for solar panels, heating equipment, etc.

Consultants/ Contractors: NA

Construction: NA

Travel: NA

Other:

(Ex.3b) Narrative & Budget Alignment - *corrected ver.*

Budget Narrative - Energy Efficiency example

123 Organization located in Ryal Side, FL, is planning to use Dept. of Energy grant funds to convert the local high school to clean energy. Their plan includes designing a system that uses electricity generated from solar panels to directly power a climate control system that uses heat pumps, and to offset the school's energy bill by selling extra electricity back to the grid. They have already identified a contractor (Clean Horizons), and received a quote for this system. The quote includes the cost of all equipment, engineering and planning. 123 will facilitate a community-engagement process to ensure that the local residents are heard, and that their concerns and ideas are accounted for. Everyone is very excited to get this project underway!

Budget excerpt - main items

Personnel: **Executive Director (20%) (to oversee project)**

Fringe: 25% of Personnel salaries

Supplies: **Refreshments for community meetings, postage, copies, etc.**

Equipment: **(NONE!)**

Consultants/ Contractors: **\$10,000 to Independent engineer (not connected to Clean Horizons or other GC) to advise on project planning/ implementation.**

Construction: **\$200,000 to Clean Horizons, or other contractor selected via competitive bid process**

Travel: NA

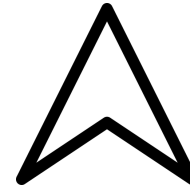
Other:

Budget Sample Review

Review the 2 budget narrative samples, for context.

[Sample Budget Narrative 1](#)

[Sample Budget Narrative 2](#)



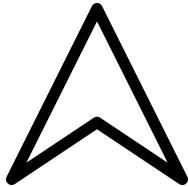
RFA Budget Narrative

Work in a group and use the RFA you were assigned to draft a Budget Narrative outline that would meet the needs of the funder.

EJCPS RFA

EPA Air Quality RFA

RWJF RFA



Drafting Your Budget Narrative

Work in pairs and draft your own budget narrative using the budgets you created after the previous session.

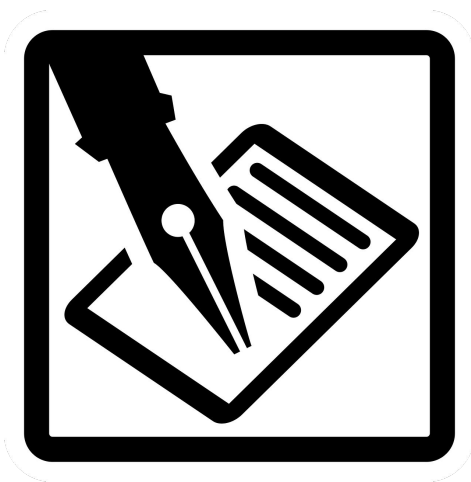
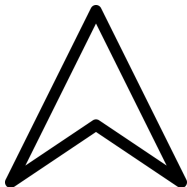


What to Expect Next!

Session Assignment: Work on your Budget Narrative and send it to your coach for feedback.

Thank you for joining us today! Before moving onto the next session, let us know what you enjoyed about today and what we can improve for the future.

Exit Ticket



Session Handouts:

- [S8B Handout 1 - Sample Budget Narrative 1 \(Air Quality\)](#)
- [S8B Handout 2 - Sample Budget Narrative \(Health\)](#)
- [S8A Handout 1 - Key Budget-Related Terms](#)
- [S8A Handout 3 - Budget Sandbox Demo \(completed version\)](#)

