Budget Narrative Template

General tips for writing a strong budget narrative

- Clearly state your assumptions
- Show your calculations and don't leave any 'dots' for the reviewers to connect
- Include letters of commitment/ quotes from consultants, vendors and contractors as attachments - or append to the main Budget Narrative in PDF form
- If you are unclear about how to categorize an expense, or whether a certain expense is eligible, reach-out to a program officer and/or check the "frequently asked questions" documents or website, if one exists
- Be as detailed as possible, as space allows

A. Personnel

A.1. Position 1, name. INSERT DESCRIPTION HERE. INDICATE % EFFORT, AND ROLE/RESPONSIBILITIES FOR THE PROJECT. IF APPLICABLE, STATE ANY RELEVANT ASSUMPTIONS (FOR EXAMPLE, ABOUT WAGE, OR HOW MANY HOURS OF WEEK ARE EXPECTED, ETC.)

A.2. Position 2, name. INSERT DESCRIPTION HERE. INDICATE % EFFORT, AND ROLE/RESPONSIBILITIES FOR THE PROJECT. IF APPLICABLE, STATE ANY RELEVANT ASSUMPTIONS (FOR EXAMPLE, ABOUT WAGE, OR HOW MANY HOURS OF WEEK ARE EXPECTED, ETC.)

A.3. Position 3, name. INSERT DESCRIPTION HERE. INDICATE % EFFORT, AND ROLE/RESPONSIBILITIES FOR THE PROJECT. IF APPLICABLE, STATE ANY RELEVANT ASSUMPTIONS (FOR EXAMPLE, ABOUT WAGE, OR HOW MANY HOURS OF WEEK ARE EXPECTED, ETC.)

A.4. Position 4, name. INSERT DESCRIPTION HERE. INDICATE % EFFORT, AND ROLE/RESPONSIBILITIES FOR THE PROJECT. IF APPLICABLE, STATE ANY RELEVANT ASSUMPTIONS (FOR EXAMPLE, ABOUT WAGE, OR HOW MANY HOURS OF WEEK ARE EXPECTED, ETC.)

B. Fringe

Components of ORGANIZATION'S Fringe rate include:

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Item	% of wage
FICA	7.65%
Unemployment insurance	x.x%
Health Insurance	x.x%
Other	x.x%
Other	x.x%
Other	x.x%
TOTAL	xx%

C. Travel

C.2. TRAVEL ITEM 1. PROVIDE A SHORT DESCRIPTION, AND IF APPLICABLE, SHOW CALCULATION (FOR EXAMPLE, THIS MAY INCLUDE # OF NIGHTS IN A HOTEL, AIRFARE COST/PERSON, PER DIEM PER PERSON, ETC.).

C.3. TRAVEL ITEM 1. PROVIDE A SHORT DESCRIPTION, AND IF APPLICABLE, SHOW CALCULATION (FOR EXAMPLE, THIS MAY INCLUDE # OF MILES * THE FEDERAL RATE FOR MILEAGE REIMBURSEMENT).

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D. Equipment

D.1. EQUIPMENT ITEM 1. REMEMBER, GENERALLY, ONLY ITEMS THAT ARE $5,000 OR MORE PER UNIT ARE CONSIDERED “EQUIPMENT” BY MOST AGENCIES IN THE FEDERAL GOVERNMENT. BECAUSE THESE ITEMS ARE HIGH COST, A SUBSTANTIAL EXPLANATION OF WHY THE ITEM IS NEEDED, IS WARRANTED.

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E. Supplies

E.1. SUPPLY ITEM 1. SHORT DESCRIPTION OF THE SUPPLY ITEM AND HOW IT WILL BE USED AND WHY IT IS IMPORTANT FOR THE PROJECT. SHOW ANY NECESSARY COMPUTATIONS, SUCH AS: Food: $100/meeting * 30 meetings/year * 3 years = $9,000.

E.2. SUPPLY ITEM 2. SHORT DESCRIPTION OF THE SUPPLY ITEM AND HOW IT WILL BE USED AND WHY IT IS IMPORTANT FOR THE PROJECT. SHOW ANY NECESSARY COMPUTATIONS, SUCH AS: Food: $100/meeting * 30 meetings/year * 3 years = $9,000.

E.3. SUPPLY ITEM 3. SHORT DESCRIPTION OF THE SUPPLY ITEM AND HOW IT WILL BE USED AND WHY IT IS IMPORTANT FOR THE PROJECT. SHOW ANY NECESSARY COMPUTATIONS, SUCH AS: Food: $100/meeting * 30 meetings/year * 3 years = $9,000.

F. Contractual/Consultants

F.1. CONTRACTUAL/CONSULTANTS ITEM01. THESE TYPICALLY INCLUDE EITHER INDIVIDUAL CONSULTANTS (LIKE A DATA ANALYST, OR GRANT WRITER, OR A GIS CONSULTANT… THAT SORT OF THING. MENTION THE RATE OF PAY, TOTAL NUMBER OF HOURS FOR THE CONSULTANT AND OTHER PERTINENT DETAILS. ITEMS IN THIS CATEGORY COULD ALSO INCLUDE VENDOR CONTRACTS (SUCH AS PAYING A LAB FOR A SERIES OF MONTHLY SOIL TESTS). IT IS CUSTOMARY TO ATTACH - TO THE BUDGET NARRATIVE PDF DOCUMENT - QUOTES FROM EACH VENDOR/CONSULTANT THAT INCLUDES THE RATE OF PAY, THE TOTAL COST OF THE CONTRACT/SERVICE AND THE SCOPE OF THE SERVICES.

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F.2. CONTRACTUAL/CONSULTANTS ITEM02. THESE TYPICALLY INCLUDE EITHER INDIVIDUAL CONSULTANTS (LIKE A DATA ANALYST, OR GRANT WRITER, OR A GIS CONSULTANT… THAT SORT OF THING. MENTION THE RATE OF PAY, TOTAL NUMBER OF HOURS FOR THE CONSULTANT AND OTHER PERTINENT DETAILS. ITEMS IN THIS CATEGORY COULD ALSO INCLUDE VENDOR CONTRACTS (SUCH AS PAYING A LAB FOR A SERIES OF MONTHLY SOIL TESTS). IT IS CUSTOMARY TO ATTACH - TO THE BUDGET NARRATIVE PDF DOCUMENT - QUOTES FROM EACH VENDOR/CONSULTANT THAT INCLUDES THE RATE OF PAY, THE TOTAL COST OF THE CONTRACT/SERVICE AND THE SCOPE OF THE SERVICES.

G. Construction

G.1. CONSTRUCTION ITEM01. IN CASES WHERE THERE IS NO CONSTRUCTION COMPONENT OR CONSTRUCTION IS NOT ALLOWED, THIS CATEGORY CAN BE LEFT BLANK. IF YOU ARE INCLUDING CONSTRUCTION COSTS BASED ON A QUOTE FROM A GENERAL CONTRACTOR, THAT CONTRACTOR SHOULD BE NAMED, AND AN OVERVIEW OF THE WORK EXPLAINED HERE. IN ADDITION THAT CONTRACTOR SHOULD ALSO HAVE PROVIDED YOU WITH A WRITTEN QUOTE, WHICH SHOULD BE APPENDED AS A PDF TO THE BUDGET NARRATIVE. THE QUOTE SHOULD BE AS DETAILED AS POSSIBLE.

H. Other

H.1. OTHER EXPENSE01. EXPENSES IN THIS CATEGORY COULD INCLUDE PARTICIPANT STIPENDS, A VEHICLE LEASE, MEMBERSHIP FEES, A LEASE ON A VEHICLE… OR ANY OTHER ALLOWABLE EXPENSE THAT DOES NOT READILY FIT IN ANY OTHER CATEGORY.

H.2. OTHER EXPENSE02. EXPENSES IN THIS CATEGORY COULD INCLUDE PARTICIPANT STIPENDS, A VEHICLE LEASE, MEMBERSHIP FEES, A LEASE ON A VEHICLE… OR ANY OTHER ALLOWABLE EXPENSE THAT DOES NOT READILY FIT IN ANY OTHER CATEGORY.

H.3. OTHER EXPENSE03. EXPENSES IN THIS CATEGORY COULD INCLUDE PARTICIPANT STIPENDS, A VEHICLE LEASE, MEMBERSHIP FEES, A LEASE ON A VEHICLE… OR ANY OTHER ALLOWABLE EXPENSE THAT DOES NOT READILY FIT IN ANY OTHER CATEGORY.

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