

Grant Project Budget & Narrative Template Guidance

For sample budgets and sample budget narratives, we encourage you to review this document.

Use this page to explain line item expenses that will help an evaluator understand the purpose of any expense that is not clearly obvious. Feel free to use additional space, as needed. You may footnote line items on the budget or write free-form narrative, or both. (On Excel version, see Budget Narrative tab.) To estimate the real-world cost of paying volunteers, visit: <https://independentsector.org/value-of-volunteer-time-2021/>

You should list all reasonable anticipated costs within each category. You may insert additional rows within each category, as needed. If your project is funded, you will have an opportunity to amend the budget, within reason.

- For expenses, describe each category, explaining how amounts were derived and how the expense relates to the request goals.
- For revenue, address the status of requests to other funders (listing names rather than categories) and the likelihood the revenue goal can be met within the proposed grant period.
- For project/program requests, indicate whether the proposed project/program budget is included in or in addition to the organization's operating budget.

Direct Project Costs. You may include a portion of staff salaries in your budget, provided the staff member is devoting a measurable amount of time specifically to the SBGP-funded project. We do not allow fringe benefits to be included at this time. Under "Other Than Staff Costs," describe all other anticipated project costs, including non-staff personnel and an itemized explanation of supplies, services, and equipment that are required as part of the proposed project. This means everything, from food and beverage to moon-bounce rentals to city permits. (Do not include any overhead office expenses here.)

Indirect/Overhead Costs. You may include a portion of ongoing overhead costs, such as rent, utilities, licenses, and other routine office expenses. The total indirect/overhead cost may not exceed 10% of your total funding request from SBGP. You are not required to include overhead costs in your budget. Note that you may not include any direct costs in this section.

Other Project Income. If you have secured funds from any other source (public, private, donor, government, etc.) that will be used specifically for this

project, please list those here. Do not list funding requests that have not been awarded. If you do not have other income sources for this project, please insert N/A on the first row.

Sample Budget and Budget Justifications:

Line Item	Vendor	Total	Description
Folders	Office HANOVER Supplies INC	\$52.00	Folders for students
Laptops	Technology Hanover Supplies INC	\$148.00	2 Laptops (1 for administrative usage and 1 for student use)
Basketballs	Fun Tools Hanover INC	\$50.00	Basketballs for youth sports activities
Jump rope and Sports Cones	Sports Galore Hanover LLC	\$50.00	Jump ropes and cones
Pizza	Pizza Greeters	\$40.00	food for kickoff event
Pizza	Pizza Greeters Inc	\$60.00	Food for closing celebration
Tshirts	Tshirt Printing Hanover INC	\$100.00	T Shirt for students involved
Youth Volunteers Stipends	Youth Hanover INC.	\$200.00	Stipends/ gift card for volunteer appreciation (\$50 for 4 volunteers who worked 4 hours Saturday)
Curriculum	Sports Wellness Writers LLC	\$300.00	Purchase of curriculum for sports and wellness activities
TOTAL Project Expenses		\$1,000.00	

Sample Budget Narrative:

(NOTE: The Budget Narrative is the justification of 'how' and/or 'why' a line item helps to meet the program deliverables.)

Salary – **Total: \$54,818.00**
Program Director currently oversees the program and will spend 100% of their time hiring, supervising, and training staff. This individual's annual salary is \$26,596.00 and will be covered for the 12 months of the contract.

Program Coordinator will spend 100% of their time providing direct service to the participants (describe services). This individual's annual salary is and will be covered for the 12 months of the contract totaling \$22,000.00.

Program Assistant is a part-time assistant which will provide (describe services). This individual's annual salary is \$9.15 per hour for 20 hours a week for 34 weeks of the contract year totaling \$6,222.00.

Fringes – **Total: \$18,629.00**
 FICA will be paid for all salaries: $\$54,818.00 \times .0765 = \$4,194.00$. Unemployment cost is $\$17,300.00 \times 3 \times .03 = \$2,855.00$.
 Retirement for full-time employees: $\$48,596.00 \times .06 = \$2,916.00$. Health Insurance cost for full-time employees is the following:
 Director: $\$357 \times 12 \text{ months} = \$4,284.00$.
 Coordinator: $\$365 \times 12 \text{ months} = \$4,380.00$.

Staff Development – **Total: \$300.00**
 The Program Assistant will attend Classes at the local community college to continue their education in the area of social work and administration for two semesters. 2 semesters x 2 classes x \$75.00 per class=\$300.00.

Travel – **Total: \$1,689.00**
 The staff is expected to travel around the county/State to visit sites, attend meetings and trainings/conferences, meet with county partners, visit families etc. The agency reimbursable rate is 0.445 and not the Federal rate of 0.585.

Program Director 300 miles x .0445 = \$134; Daily Subsistence \$91.75 x 5 days =\$458.75; Total 593.00. Program Coordinator 200 miles x 0.445 = \$89; Daily Subsistence \$91.75 x 5 days= \$458.75; Total \$548.00.

Program Assistant 200 miles x 0.445 = \$89; Daily Subsistence \$91.75 x 5 days =\$458.75; Total \$548.00.

Equipment Purchases – **Total: \$1,200.00**
 One computer package including printer, scanner, and Word Programs will be purchased. The computer will be based in the administrative office and will be used to develop and maintain client databases in addition to

performing administrative work connected to this program.

Transportation-Recipient –

Total \$4,380.00

Due to the lack of transportation services in the county, transportation is provided for families and children to participate in activities.

Gas: \$100.00 a month x 12 months=
 \$1,200.00 Insurance: 0 Automobile
 Liability per year= \$480.00

Repair and Maintenance: Routine Maintenance for Van (oil change, tires, etc.) as needed \$300.00. Van Rental For use of County Transportation Vans (\$200.00 a month x 12 months) =\$2,400.00.

Medical Supplies and Expense –

Total: \$100.00

4 First-aid kits will be purchased in case of a medical emergency. 4x \$25.00
 =\$100.00

Cost of Space – Non-Residential –

Total: \$7,133.00

Monthly rent and utilities cost is necessary for the site location to provide the services and activities. The cost is pro-rated at 50% for Rent and Utilities because the Department of Education Contract covers the other 50% of the cost.

Rent: \$600.00 a month (pro-rated 50% of usage) \$300.00 x 12 months=
 \$3,600.00. **Utilities:** \$300.00 a month (pro-rated 50% of usage) \$150.00
 x 12 months= \$1,800.00. **Repair/Maintenance:** \$50 a month x 12
 months= \$600.00.

Janitorial Supplies: \$30 a month x 12 months = \$360.00.

Liability/Property Insurance: \$1,546.00 per year (pro-rated 50%) = \$773.00.

Meeting Supplies: to provide supplies for administrative meetings, workshops, etc.
 \$75.00 x 12 months = \$900.00.

Employee Training: to provide supplies for professional development and orientation for staff. \$41.67 x 12 months = \$500.00.

Dues and Subscriptions: to maintain memberships to organizations \$10 x 12 months
 = \$1,200.00

Office Supplies: to include binders, file folders, printer paper, toner, staples, etc.
 \$100.00per month x 12 months
 = \$1,200.00.

Phone and Internet Service: This service is needed to stay connected to funding sources, parents, community collaborators and staff. \$ 125.00 per month x 12 months
 = \$1,500.00.

Postage: to include mailing, postage of flyers, program announcements, fiscal reports etc. \$100 x 12 months =\$1,200.00.

Printing: to include flyers, registration forms, handouts, workshop information, binding etc. $\$41.67 \times 12 \text{ months} = \500.00 .

Advertising: to include hiring notices, meetings, special events $\$50.00 \times 12 \text{ months} = \600.00 .

Sub-Contracting for Lawn and Parking lot: to maintain the appearance and safety of the outside area of the organization. $\$83.33 \times 12 = \$1,000.00$.

Curricula Cost: (Name Curricula and population it will serve): $\$1,200.00$.

Snacks: provided for meetings, participants, etc. $\$70.92 \times 12 \text{ months} = \851.00

Questions?

Contact Community Grants Director, Acacia Asbell: aasbell@sbgpartnership.org

Project Budget Template (Word version):