

Budget Narrative

Include a budget narrative (preferably in Microsoft Word format) to explain each line-item and how the amounts were derived, as well as the source and description of all cost-share offered.

Personnel – Identify staffing requirements by each position title and brief description of duties. List annual salary of each position, percentage of time and number of months devoted to project (e.g., Administrative Director: \$30,000/year x 25% x 8.5 months; calculation: $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312$).

Fringe Benefits - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate.

Travel - Staff and participant travel, including international and in-country travel, domestic U.S. travel, if any, and per diem/maintenance: includes lodging, meals and incidentals for both participant and staff travel. Per diem rates may not exceed the published U.S. government allowance rates (available from the www.gsa.gov website); however, applicants may use per diem rates lower than official government rates.

<http://www.gsa.gov/portal/category/100000>

Explain differences in fares among travelers on the same routes: e.g., project staff member traveling for three weeks whose fare is higher than that of staff member traveling for four months. All travel must be in compliance with the Fly America Act.

Equipment –provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$5000 or more.

Supplies - list items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: $\$50/\text{month} \times 50\% = \$25/\text{month} \times 12 \text{ months}$).

Contractual – For each subgrant/contract please provide a detailed line item breakdown explaining specific services. In the subaward budgets, provide the same level of detail for all line items (personnel, travel, supplies, direct costs, etc) required of the direct applicant.

Other Direct Costs - these will vary depending on the nature of the project. Justify each in the budget narrative.

Cost Share

Cost sharing is the portion of program cost not borne by Dept of State. Refer to the RFA to determine whether cost sharing is required or encouraged; in general, applications that include in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, since cost-sharing demonstrates a strong commitment to the activities and greater cost effectiveness.

If cost share is included, it should be listed as a separate column in the budgets. Cost share can be either cash or in-kind; assign a US dollar monetary value to each in-kind contribution. If the proposed project is a component of a larger program, identify other funding sources for the proposal and indicate the specific funding amount to be provided by those sources.

Applicants should consider all types of cost sharing. Examples include the use of office space owned by other entities; donated or borrowed supplies and equipment; (non-federal) sponsored travel costs; waived indirect costs; and program activities, translations, or consultations. The values of offered cost share should be reported in accordance with OMB Circular A-110 (Revised). **Other federal funding does not constitute cost sharing.**

The recipient of an assistance award must maintain written records to support all allowable costs which are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A- 110 (Revised). In the event the recipient does not meet the amount of cost-sharing stipulated in their application, the Bureau's contribution may be reduced in proportion to the recipient's stated contribution.

SAMPLE LINE-ITEM BUDGET

Organization Name

Project Title

Project Duration

	Unit Cost				Requested Federal OES	Cost-Share by	Program Total
	Unit	Number	Amount	Rate			
A Personnel	month s or		salary (month or year)	% effort			
A.1	<i>US-Based personnel</i>						
A.1.1					0.00		0.00
A.1.2					0.00		0.00
A.2	<i>Field Personnel</i>						0.00
A.2.1					0.00		0.00
A.2.2					0.00		0.00
Subtotal Personnel					0.00	0.00	0.00
B Fringe Benefits							
B.1	US-Based Personnel Fringe Benefits						0.00
B.2	Field Personnel Fringe Benefits						0.00
Subtotal Fringe Benefits					0.00	0.00	0.00
C Travel	# people	# days	Cost	% effort			
C.1	Airfare international (from...to..., one way/RT?)				0.00		0.00
C.1.1				100			0.00
C.2	<i>Domestic Travel Only</i>						
C.2.1				100			0.00
Subtotal Travel					0.00	0.00	0.00
D Equipment (> \$5,000 per unit)	# units	unit cost					
D.1	(description, ie generators)				0.00		0.00
D.2	(description)				0.00		0.00
Subtotal Equipment					0.00	0.00	0.00
E Supplies (< \$5,000 per unit)	# units	unit cost					
E.1	(description)				0.00		
Subtotal Supplies					0.00	0.00	
F Contractual (Consultant fees)							
F.1	<i>Contractual Sub grantee #1 (NAME)</i>						
F.1.1	Personnel						0.00
F.1.2	Fringe Benefits (if applicable)						0.00
F.1.3	Travel (if applicable)						0.00
F.1.3.1	Airfare (from/to, one way/RT)				0.00		0.00
F.1.3.2	Per diem (Country/City)				0.00		0.00
F.1.4	all else that applies, expenses						0.00
Subtotal sub grantee #1 (NAME)					0.00	0.00	0.00
Subtotal Contractual (all sub grantees)					0.00	0.00	0.00
G Contruccion							
G.1	(description)				0.00	0.00	0.00
H Other Direct Costs							
H.1	All else that does not fall into above categories						0.00
H.2	Insert indirect/overhead costs here if organization does not have						0.00
Subtotal Other Direct Costs					0.00	0.00	0.00
I Total Costs					0.00	0.00	0.00