

Budget Narrative: SAMPLE for AmeriCorps VISTA Support Grant applicants

Not intended for replication.

Program Type: Support Grant

Section I. Volunteer Support Expenses

A. Project Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount	Member Support
Project Supervisor: - 1 person(s) at 60000 each x 100% usage	60,000	0	60,000	0
Category Totals	60,000	0	60,000	0

Table 1 Sample budget narrative Section I.A.

B. Personnel Fringe Benefits

Item -Description	CNCS Share	Grantee Share	Total Amount	Member Support
FICA: 7.65% x total salaries	4,590	0	4,590	0
Health Insurance: 4.8% x total salaries	2,880	0	2,880	0
Retirement	0	0	0	0
Life Insurance	0	0	0	0
Workers Comp: 2.26% x total salaries	1,356	0	1,356	0
Unemployment: 1% x total salaries	600	0	600	0
Category Totals	9,426	0	9,426	0

Table 2 Sample budget narrative Section I.B.

C. Project Staff Travel

1. Local Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Member Support
1 Project Supervisor travel to monitor project sites 1, 2, and 3- 769 mi @ \$0.65 mi	500	0	0	0
Category Totals	500	0	0	0

Table 3 Sample budget narrative Section I.C.1.

2. Long Distance Travel

Purpose -Destination -Other Travel -Trans. Amount- Meals/Lodging	CNCS Share	Grantee Share	Total Amount	Member Support
Category Totals	0	0	0	0

Table 4 Sample budget narrative Section I.C.2.

D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount	Member Support
Category Totals	0	0	0	0

Table 5 Sample budget narrative Section I.D.

E. Supplies

Item-Calculation	CNCS Share	Grantee Share	Total Amount	Member Support
Category Totals	0	0	0	0

Table 6 Sample budget narrative Section I.E.

F. Contractual Service

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Member Support
Category Totals	0	0	0	0

Table 7 Sample budget narrative Section I.F.

I. Other Volunteer Support Costs

Item	CNCS Share	Grantee Share	Total Amount	Member Support
Criminal History Checks: Check for (new staff) Project Supervisor 1 @ \$50 - FBI, \$24 - state	74	0	0	0
Communications:	0	0	0	0
Printing:	0	0	0	0
Logistics:	0	0	0	0
Audit:	0	0	0	0
Category Totals	74	0	0	0

Table 8 Sample budget narrative Section I.I.

J. Indirect Costs

Calculation -Rate -Rate Claimed -Cost Type	CNCS Share	Grantee Share	Total Amount	Member Support
Category Totals	0	0	0	0

Table 9 Sample budget narrative Section I.J.

Section Totals	70,000	0	0	0
PERCENTAGE	100%	0.00%		

Table 10 Sample budget narrative Section I totals.

Section II. Volunteer Expenses

A. Personnel Expenses

Living Allowances

Full Time (Federal)

Description/Sites - # Mbrs -Allowance Rate	CNCS Share	Grantee Share	Total Amount	Member Support
Standard Member VISTA: - 17 x 17600	0	0	299,200	299,200
VISTA Leader: - 1 x 20002	0	0	20,002	20,002
Category Totals	0	0	319,202	319,202

Table 11 Sample budget narrative Section II.A. Full Time (Federal)

Full Time (non-Federal)

Description/Sites - # Mbrs -Allowance Rate	CNCS Share	Grantee Share	Total Amount	Member Support
Category Totals	0	0	0	0

Table 12 Sample budget narrative Section II.A. Full Time (non-Federal)

Summer Associate (Federal)

Description/Sites - # Mbrs -Allowance Rate	CNCS Share	Grantee Share	Total Amount	Member Support
Category Totals	0	0	0	0

Table 13 Sample budget narrative Section II.A. Summer Associate (Federal)

Summer Associate (non-Federal)

Description/Sites - # Mbrs -Allowance Rate	CNCS Share	Grantee Share	Total Amount	Member Support
Category Totals	0	0	0	0

Table 14 Sample budget narrative Section II.A. Summer Associate (non-Federal)

Education and End of Service Awards

Item -# Mbrs -Rate	CNCS Share	Grantee Share	Total Amount	Member Support
End of Service Stipend - Regular: - 0 x 1800	0	0	0	0
End of Service Stipend - Leader: - 0 x 3000	0	0	0	0
End of Service Stipend - Summer Associate: - 0 x 311	0	0	0	0
Category Totals	0	0	0	0

Table 15 Sample budget narrative Section II.A. Education and End of Service Awards

B. Fringe Benefits

Health Insurance

Item/Description - # Mbrs -Rate	CNCS Share	Grantee Share	Total Amount	Member Support
Category Totals	0	0	0	0

Table 16 Sample budget narrative Section II.B. Health Insurance

FICA

Item/Description -Rate (%) -Stipend Amount	CNCS Share	Grantee Share	Total Amount	Member Support
FICA: - 0 x 7.65 %	0	0	0	0
Category Totals	0	0	0	0

Table 17 Sample budget narrative Section II.B. FICA

C. Travel

Item/Description -Calculation	CNCS Share	Grantee Share	Total Amount	Member Support
Category Totals	0	0	0	0

Table 18 Sample budget narrative Section II.C. Travel

G. Other Volunteer Expenses

Item -Description	CNCS Share	Grantee Share	Total Amount	Member Support
Federal COLA Increase:	0	0	0	0
Non-Federal COLA/Costshare Increase:	0	0	0	0
Pre-Service Orientation:	0	0	0	0
Early/In-Service Training:	0	0	0	0
Category Totals	0	0	0	0

Table 19 Sample budget narrative Section II.G.

Section Totals	0	0	319,202	319,202
PERCENTAGE	0.00%	0.00%		

Table 20 Sample budget narrative Section II totals.

Budget Totals	70,000	0	389,202	319,202
PERCENTAGE	21.92%	0.00%		
Required Match		0.00%		
Total MSYs	18.00			
Cost/MSY	3,888.88			

Table 21 Sample budget narrative totals.

Source of Funds

Section	Description
Section I. Volunteer Support Expenses	
Section II. Volunteer Expenses	

Table 22 Sample budget narrative Source of Funds