# Budget Narrative Template

Please provide detailed descriptions of each budget line item following the guidelines below. The sections and dollar amounts must align with your budget spreadsheet. Please see the Eligible and Ineligible Expenditures section of the Request for Applications for information on allowable and unallowable costs.

**Salaries**

Total costs: $

For each relevant staff member at the Lead Partner’s organization, provide the name, title, role for the project, % of time they will spend on the project, current salary, and % salary increase per year. Note that this section only applies to salaries at the Lead Partner’s organization. Salaries for relevant staff at Partner Organizations should be listed under the Contractual budget category.

*Example: [Name] is the [title] of [organization]. They will be serving as the project lead for the duration of the project period. They will devote 50% of their time (20 hours per week) to managing this project. This will include convening partners, implementing key activities, tracking metrics, managing the budget, submitting required reports, and attending grantee check-ins.Their salary for the first project period is $70,000 and will increase by 5% each year.*

**Fringe Benefits**

Total costs: $

For each staff member listed in the Salary section, provide the corresponding fringe benefit rate.

*Example: The fringe rate for all employees at [organization] is 30% of salaries.*

**Travel**

Total costs: $

Provide descriptions of estimated travel costs (transportation, lodging, per diem, etc.). Grantees must budget for at least one but no more than four team members to attend the 2-day Healthy Meals Summit in October of 2025 in Las Vegas, Nevada.

*Example: [Name] and [name] will be attending the Culinary Skills for School Meals Training in [location]. This trip will be 200 miles round trip. At a per mile rate of $0.665 we estimate the mileage costs to be $133.00.*

**Equipment**

Total costs: $

For each piece of equipment (per unit cost is greater than or equal to $5,000), applicants are required to upload at least two quotes. Please upload these quotes in the grant portal and include a description and brief justification for each piece of equipment in your budget narrative.

*Example: We will be purchasing an additional reach-in freezer to store the produce from the school garden so it can be used throughout the school year. We have received two quotes from local suppliers and the average cost is $10,200 for the model we would like.*

**Supplies**

Total costs: $

Describe the supplies needed to carry out your project. Supplies are items that have a per unit cost of less than $5,000.

*Example: We will be purchasing new sets of knives for each school within our SFA partners. The per unit cost is $ and we will be buying 8 sets.*

**Contractual**

Total costs: $

Depending on your project, it might make sense to subcontract with one or more of your Partner Organizations. For each subcontract, include the organization name, their role with the project, an itemized list of costs, a list of involved staff members, and any other relevant expenses.

*Example: [Organization] will be a key partner for our project as they will be managing all of the student surveys, from survey design to implementation to analyzing the results. We have decided to subcontract with them. The costs are broken down:*

* *Staffing: [name] will devote 25% of their time (10 hours per week) for the first two project periods. Their current salary is $60,000 and is expected to increase by 4% each year.*
* *Fringe Benefits: [organization] has a fringe rate of 32%*
* *Software: $2,000 for [software name] over the course of the project period*
* *Printing: $500 for printing supplies associated with survey outreach and implementation*

**Other**

Total costs: $

Provide descriptions of any other expenses not outlined above. This can include supplies, translation costs, outreach materials, consultant services, and more. See the Eligible and Ineligible Expenditures section of the Request for Applications for more details on what is allowable.

*Example: We will be translating all program outreach materials into French and Portuguese and have received a quote from House of Languages for $2,000.*

**Indirect Costs**

Total costs: $

Grantees may charge indirect costs using a current Negotiated Indirect Cost Rate Agreement (NICRA) or the federally approved 10% De Minimis Rate.

**Total Project Costs:**

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