

SAMPLE BUDGET NARRATIVE

This sample budget narrative is provided as a general guide for NCAs completing their NCC Progress Report. NCAs must submit a budget narrative that is specific to the proposed activities for the fiscal year 2016 budget period and provides detailed calculations explaining how each line-item expense is derived. All line item (object class category) funding amounts must equal those presented in the Budget Information: Budget Details Form. . Provide additional description as needed to present a clear justification for the requested budget, shown below as “Additional Narrative”. The budget narrative must include a table demonstrating compliance with federal salary limitations similar to the Budget Sample for Salary Limitation table on page 3. See the Progress Report Instructions for complete guidance.

Budget Justification	Fiscal Year 2016 Budget Period: July 1, 2016 – June 30, 2017
PERSONNEL – Include a rationale for the amount of funding for each position.	
Chief Executive Officer @ \$XX/hour per week	
Chief Financial Officer @ \$XX/hour per week	
Project Director @ \$XX/hour per week	
Quality Improvement Coordinator @ \$XX/hour per week	
Insert Other Key Staff @ \$XX/hour per week	
TOTAL PERSONNEL	
FRINGE BENEFITS	
Fringe benefits @ XX% of Total Salaries:	
X% FICA	
X% Health Insurance Coverage	
X% Retirement Plan	
X% Unemployment Tax Insurance	
X% Disability & Group Life	
TOTAL FRINGE	
TRAVEL	
Non-Local Travel: One day trip for XXXX: Mileage@ \$.XX/mile + Per Diem @ \$XX/day	
Two day/one night trip for XXXX: Airfare @ \$XXX + Hotel @ \$XXX/day + Per Diem @ \$XX/day + Ground transportation @ \$XX/day	
Local travel: 5,000 miles x \$.XX/mile	
TOTAL TRAVEL	

Budget Justification	Fiscal Year 2016 Budget Period: July 1, 2016 – June 30, 2017
EQUIPMENT	
2 projectors @ \$XXX each	
TOTAL EQUIPMENT	
SUPPLIES	
Office supplies (\$XX/month x 12 months)	
TOTAL SUPPLIES	
CONTRACTUAL	
Translation services @ \$XXX	
Technical setup of interactive training webinars @ \$XXX	
TOTAL CONTRACTUAL	
OTHER – Include sufficient detail to justify each item. <i>Note: Federal funding CANNOT support lobbying/advocacy efforts, reserve requirements for state insurance licensure, or the construction/renovation of facilities.</i>	
Consultants: 100 days @ \$XXX/day to provide guidance on TA materials development on the following topics: xxxxxx, xxxxx, and xxxxx (XX days each)	
3 Adobe Professional software licenses @XX each	
Postage & Shipping: Correspondence and information for T/TA activities \$XXX per item x XXX items	
Printing: @ \$X per brochure x 1000 copies	
Telephone/Conference Calls: @ \$XXX/month x 12 months	
Webinars: 16 webinars x 100 participants (ave.) @ \$XXX each	
TOTAL OTHER	
TOTAL DIRECT CHARGES (Sum of all TOTAL rows above (e.g., Personnel, Fringe Benefits, Travel))	
INDIRECT CHARGES – <i>Include approved indirect cost rate agreement in Attachment 6 or Attachment 8, as applicable.</i>	
X.XX% indirect rate (includes utilities and accounting services)	
TOTALS (Total of TOTAL DIRECT CHARGES and INDIRECT CHARGES above)	

Budget Justification	Fiscal Year 2016 Budget Period: July 1, 2016 – June 30, 2017
Additional Narrative:	

Budget Sample for Salary Limitation

Name	Position Title	% of FTE	Base Salary	Adjusted Annual Salary	Federal Amount Requested
J. Smith	Chief Executive Officer	50	\$225,000	\$183,300	\$91,650
R. Doe	Chief Financial Officer	100	\$75,950	no adjustment needed	\$75,950
B. Nelson	Data/IT Specialist	25	\$65,000	no adjustment needed	\$16,250