

Budget Narrative

The budget narrative is an important part of your application and helps provide context for each line item in your proposed budget. It should align with your budget spreadsheet and offer enough detail to show that the costs are reasonable, necessary, and directly support the accomplishment of activity deliverables.

* Who is involved (e.g., staff, consultants)
* What the cost covers
* Why it’s necessary for the project
* How the cost was calculated (e.g., rates, quantities)

Be as specific as possible. If a section does not apply to your proposal, indicate “Not Applicable”.

OVERVIEW

1. Indicate how many children your program will serve.
2. Indicate the cost per child. This is calculated by dividing the Total Budget by number of kids served.

Personnel

Describe each position funded by the grant. Include name (if known), title, role in the project, percentage of time (FTE), and salary.

*Example:*

*Project Coordinator (Sandy Splash) – Responsible for day-to-day project management, coordination with partners, and reporting. 50% FTE at $60,000 annual salary, inclusive of benefits = $30,000.*

Contracts/Consulting

List any contracts or consultants. Include name (if known), scope of work, and cost basis (e.g., daily rate, deliverables).

*Example:*

*Consultant to support data analysis at $500/day for 10 days = $5,000.*

LOCAL TRANSPORTATION

Describe the purpose (e.g., transporting children to and from swim lessons), the frequency and duration of the service, the number of participants, and how costs were estimated (e.g., mileage, fuel, driver fees, vehicle rental).

*Example:*

*Transportation will be provided for 20 children to attend swim lessons twice per week for 8 weeks. A 15-passenger van will be rented at $100/day for 16 days, with an additional $200 budgeted for fuel. Total estimated cost: $1,800.*

Equipment and supplies

List any equipment and supplies purchases. Include justification and how it will be used for the project.

*Example:*

*To support swim instruction, we request $900 for essential equipment and supplies, including storage bins, kickboards, swim noodles, safety buoys, and waterproof signage. These items will enhance lesson quality and safety and will be reused in future sessions.*

Other Direct Costs

Include items such as communications, printing or participant incentives.

*Example:*

*We request $600 to cover additional program-related expenses, including printing of swim safety materials and certificates ($200), water-resistant name tags and lanyards for participants ($150), and healthy snacks for children after lessons ($250). These items support participant engagement, safety, and overall program quality.*

In-KIND SUPPORT

In-kind resources refer to non-cash contributions provided by the applicant organization or partners that support the project. These may include donated goods, services, or volunteer time that would otherwise have a cost if not provided at no charge. Examples of in-kind resources might include:

* Use of a community pool facility at no cost
* Volunteer swim instructors or lifeguards
* Donated swim gear or safety equipment
* Staff time contributed outside of grant funding
* Transportation services provided by a partner organization

INDIRECT RATE

If your organization has a federally negotiated indirect cost rate agreement (NICRA), you may apply that rate to your budget and must include documentation. If you do not have a NICRA, you may use the de minimis rate of 10% of the Total Direct Costs. Indicate which rate you are using and how the total was calculated.

*Example:
The organization does not have a federally negotiated indirect cost rate and is applying the 10% de minimis rate. The Total Direct Costs (excluding equipment and any unallowable costs) total $25,000. Therefore, the indirect cost is calculated as: 10% × $25,000 = $2,500.*