

BUDGET NOTES/NARRATIVE TEMPLATE

Organization Name:

Budget Narrative

GENERAL ASSUMPTIONS

Length of time:

Location of Project:

All salaries for personnel are based on previous salary history in accordance and are supported by Employee Biographical Data Sheets. The salaries are inclusive of Basic, HRA and other allowances.

I SALARIES

List and describe all staff/employees included in the budget and their primary role and responsibilities. Detail the person's annual or monthly salary, % of time working on this project and any other inputs or details needed to clearly calculate the amount.

II FRINGE BENEFITS

List and describe any fringe benefits included in the budget.

III CONSULTANTS

List and describe all consultants and their primary purpose included in the budget. Detail their # of days, rates, # of months and any other inputs or details needed to clearly calculate the amount.

IV TRAVEL, TRANSPORTATION, AND PER DIEM

List and describe all travel related costs included in the budget. Detail unit costs, frequencies and any other inputs or details needed to clearly calculate the amount.

V OTHER DIRECT COSTS

List and describe all Other Direct Costs included in the budget. Detail unit costs, frequencies and any other inputs or details needed to clearly calculate the amount.

VI INDIRECT COSTS

Note the NICRA or de minimis indirect cost rate to be applied to Direct Costs. These costs shall benefit the day-to-day operations of the organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and maintenance of facilities, and telephone expenses.