

Sample Budget Narrative

Please note that the budget narrative may not contain any graphs, charts, or spreadsheets. All narrative must be descriptive narrative. Refer to Attachment 6 for further instructions.

Budget Narrative (Example)

Total Estimated Project Budget: \$150,000.00

Total Federal Project Budget: \$75,000.00

Total Non-Federal Project Budget: \$75,000.00

Federal Budget Breakdown:

- \$6,000.00 in **Equipment** (Seeding equipment)
- \$1,000.00 in **Other** (registrations, booth fees and memberships for the Coordinator)
- \$2000.00 in **Supplies** (laptop, computer paper, postage)
- \$5,000.00 in **Contractual** for water sampling ABC Laboratories, Inc
- \$4000.00 in **Travel** to attend training, conferences, and assist landowners
- \$44,000 in **Personnel** for 1 full time Coordinator and 1 part-time Outreach support position
- \$12,000 in **Fringe**
- \$7,500.00 in **Indirect**

Non-Federal Budget Breakdown:

- \$3000.00 in Travel to attend training, conferences, and assist landowners
- \$60,000 in Personnel for 1 full time Coordinator and 1 part-time Outreach support position
- \$12,000 in Fringe

Budget Narrative

This proposal requests \$75,000.00 from NRCS. The total project budget, including match, is \$150,000.00. The requested NRCS funds will be used to support staff, travel, supplies, printing and meeting expenses to develop the three watershed plans. Matching funds will support the development of a fourth watershed plan and on-farm assessments, engagement, communications and outreach within the watershed planning areas. The narrative below outlines the grant request and matching funds.

Staff resources will be necessary to identify the targeted HUC-12 watersheds, conduct watershed assessments, organize watershed groups, hold meetings, conduct GIS modeling, and develop the watershed plan documents. The XXXX [organization] is requesting indirect costs not to exceed 10% of the grant request. This request aligns with previous XXXX and NRCS agreements.

The XXXX [organization] is pledging \$30,000 in match to support on-farm assessments, engagement, communications and outreach. Additionally, the XXXX [partner organization] is pledging \$15,000 and XXYY [partner organization] is pledging \$30,000 as match to support a fourth watershed plan, monitoring, communications and outreach. The XXXX [organization] match is in-kind. Total match from all sources is \$75,000.

My Organization was not required to submit a Single Audit last year