

Direct Service Grant: Budget Narrative Sample*

Budget Narrative submitted by: Doing Good for the Elderly, Inc. (DGE)

Doing Good Nutrition Education Program

Direct Personnel Expenses:

Program Director – 100% of the Program Director's salary is allocated to the Doing Good Nutrition Education Program; 70% (\$35,000) of the salary is requested from The Retirement Research Foundation.

Executive Director – 5% of the Executive Director's time will be allocated to oversight and fundraising related to this program. None of this salary cost is requested from the Foundation.

Employee Benefits – Doing Good for the Elderly provides a variety of benefits for its full-time employees, including health, dental, life, and vision insurance. Employee benefits also include funds allocated toward Workers' Compensation Insurance and FICA. DGE estimates the cost of employee benefits at 20% of total salary. \$12,000 of the overall program budget is allocated to benefits, but only \$7,000 is requested from RRF for the Program Director's benefits.

Other Direct Expenses:

Consultant Fees – Over the one-year grant period, a total of \$15,000 is allocated to cover the cost of an external evaluator. \$3,000 of RRF funds are allocated to this line item.

Program Supplies/Materials – This line item includes materials and supplies needed to implement the program, including, but not limited to: pens, markers, paper, dry erase board and markers; copies; binding materials; and notebooks. In addition, DGE will purchase incentive prizes for elderly participants who complete the program. A total of \$5,000 is allocated to this line item, \$1,000 of which is requested from RRF.

Travel – A total of \$2,000 is allocated to travel expenses. DGE will purchase 50 \$20 bus cards which will be distributed to program participants so that they can attend monthly program events. The remaining \$1,000 is allocated for the Program Director to travel to/from the program sites during the grant period. (Mileage is reimbursed at .565 per mile.) A total of \$1,000 (50 percent of the total allocated for travel) is requested from RRF to cover travel-related costs.

Indirect Expense:

As per RRF guidelines, DGE is requesting 10% of the total budget request to cover indirect costs such as rent, utilities, etc.

Revenue:

Doing Good for the Elderly has already received \$26,700 from the Kresge Community Fund for this program. In addition to the \$51,700 requested from RRF, DGE has a \$25,000 proposal pending with the Helping Hands Foundation; a decision is expected in December 2014.

*This sample is for illustrative purposes only and can be changed as needed. Feel free to use this, or any other format, that is appropriate for your project.