

TRACKS FY 2010 RFP

Budget Narrative Instructions

Use the Budget Narrative template to briefly explain and justify, by line item, the need for the funding identified in the Budget. (A Sample Budget Narrative is provided for assistance.) The Budget Narrative reflects the activities described in the Track summary/ies. Please include calculations and descriptions for expenses. Line items with specific narrative requirements are listed below:

- A. Personnel** - A standard statement is provided on the Budget Narrative template.
- B. Materials and Supplies** - Standard statements are provided on the Budget Narrative template for materials and supplies categories.
- C. Travel** - Specify the type and extent of travel and its relationship to the project. Justify how the travel directly and clearly links in your project to the provision of quality nutrition education for SNAP recipients and eligibles. In the Budget Narrative, provide a brief summary of the following:
 - **Travel Purpose and Justification**
 - **Attendee Objectives**
 - **Travel Destination** (only in-state travel is allowed for Fiscal Year 2010)
 - Justify the purpose of the travel request
 - Describe how the travel request supports the local project's SNAP-Ed goals and objectives
 - Describe how information gained from conferences, trainings, or in-services will be disseminated to other project staff
 - **Number of Staff Attending**
 - Identify the number and titles of staff making the travel request
 - Justify the number and type of staff making the travel request

Per Diem Rates - Apply State or Federal per diem rates to travel. In addition, follow all travel restrictions found in the OMB circulars (i.e. no first class tickets, etc).

- D. Conference Support Costs** - If conference support costs are requested, indicate purpose, dates, and place of conference/meeting. Indicate estimated costs of participants and speakers, facilities rental, conference materials, and other related expenses.
- E. Communications** - A standard statement is provided on the Budget Narrative template.
- F. Other Direct Costs**- Specify the type of other direct costs incurred for SNAP-Ed. Other direct cost may include office equipment, insurance, and space.
- G. Subcontracts** – *Subcontracting arrangements must have prior approval by the ME for each fiscal year. The ME discourages subcontracting arrangements for SNAP-Ed projects.* If approved, indicate how time records will be maintained for staff that work less than 100% of their time on the subcontracted project. Explain how subcontractors will be monitored to ensure that subcontracted SNAP-Ed activities are being completed

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as outlined in the Statement of Work, and that the subcontractor requests reimbursement only for allowable costs, as outlined in the FNS Cost Policy. Provide justification for the use of consultants, and a statement of work to be performed. List the name(s) of the consultant(s), the name(s) of their organization(s), and a breakdown of the amount being charged to the project.

H. Indirect Costs –The Indirect Cost rate (percentage) listed in this section should correspond with that indicated on the budget, and with submitted Indirect Rate documentation.