

Fiscal Year 2023 AmeriCorps Seniors Workforce Development

SAMPLE BUDGET NARRATIVE

Non-Stipended Program

This resource is for reference only, not for replication.

Section I. Volunteer Support Expenses

A. Project Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount	Excess Amount
Project Director - 1 FTE @ \$56,000 annually: - 1 person(s) at 56000 each x 100 % usage	56,000	0	56,000	0
Project Assistant - 0.25 FTE @ \$33,800 annually: - 1 person(s) at 33800 each x 25 % usage	8,450	0	8,450	0
Data Specialist - 0.6 FTE @ 38,660 annually: - 1 person(s) at 38660 each x 60 % usage	23,196	0	23,196	0
Category Totals	87,646	0	87,646	0

B. Personnel Fringe Benefits

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
FICA: 7.65% of total salaries	6,705	0	6,705	0
Health Insurance: PD - 11.4% of salary (6384), PA - 18.2% of salary (1538), DS - 17% of salary (3943)	11,865	0	11,865	0
Retirement: 5.5% of total salaries	4,821	0	4,821	0
Life Insurance: \$678 annual premium per person for basic benefit. (Employees cover costs for expanded coverage.) x 1.85 FTE	1,254	0	1,254	0
Workers Comp: Workers Comp: Based on 2.27% of salaries	1,990	0	1,990	0
Category Totals	26,635	0	26,635	0

C. Project Staff Travel

Local Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Staff travel for site visits, project material distribution, recruitment, etc: Average 200 mi/month x \$.55/mi (per organizational policy)	1,320	0	1,320	0
Category Totals	1,320	0	1,320	0

Long Distance Travel

Purpose -Destination -Other Travel -Trans. Amount -Meals/ Lodging	CNCS Share	Grantee Share	Total Amount	Excess Amount
PD travel to CNCS-sponsored TTA: per diem - \$45/day x 3 days; lodging - \$106 x 2 nights; round trip airfare - \$191; local transportation - \$50 (estimated) - Meals/Lodging 347 Trans 241 Other 0	588	0	588	0
Category Totals	588	0	588	0

D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount	Excess Amount
Category Totals				

E. Supplies

Item/ Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Basic office supplies, copier paper, toner and ink cartridges, folders, etc: Average \$85 per month (based on historical data for similar programs)	1,020	0	1,020	0
Postage: Estimated 75 pieces per month at .60 per piece	540	0	540	0
Laptop, mouse, keyboard, external monitor, printer for PD: estimated \$750	750	0	750	0
Program Supplies: program materials for service delivery (avg cost \$50/month per site x 13 sites)	7,800	0	7,800	0
Category Totals	10,110	0	10,110	.0

F. Contractual and Consultant Services

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Photocopier rental and maintenance contract: \$136/month x .15 (1.85 FTE allocated to this project of 12 total staff)	0	245	245	0
Payroll Services: \$35 monthly fee to process payroll x .25 (3 individuals allocated to this project of 12 total staff - payroll based on individuals rather than FTE)	0	105	105	0
Category Totals	0	350	350	0

I. Other Volunteer Support Costs

Item	CNCS Share	Grantee Share	Total Amount	Excess Amount
Criminal Background Check:	0	0	0	0
National Service Criminal History Checks for 3 new staff - \$56:	168	0	168	0
Technology: office phones, internet, cell phone service @ \$360/month x .15 (1.85 FTE allocated to this project of 12 total staff):	0	648	648	0
Office space rent at \$766/month x .15 (1.85 FTE allocated to this project of 12 total staff):	0	1,379	1,379	0
Volunteer engagement (recruitment, management) workshops for 2 staff (\$250/pp):	500	0	500	0
Requested Amount Year 2	563,902	62,656	626,558	
Requested Amount Year 3	563,902	62,656	626,558	
Category Totals	1,128,472	127,339	1,255,811	0

J. Indirect Costs

Calculation -Rate Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount	Excess Amount
Provisional: Total Direct Costs: Provisional rate of 20% of total direct Year 1 costs (381,962); claiming 18% of total direct costs with a rate of 20 and a rate claimed of 18	31,329	83,923	115,252	0
Category Totals	31,329	83,923	115,252	0
Section Totals	1,286,100	211,612	1,497,712	0
PERCENTAGE	85.87%	14.13%		

Section II. Volunteer Expenses

A. Stipends

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
Corporation Funded: - x	0	0	0	0
Non-Corporation Funded: - x	0	0	0	0
Non-Stipended: - x	0	0	0	0
Category Totals	0	0	0	0

B. Other Volunteer Costs

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
Meals: Rate at 4 local sites for meals to volunteers following service, based on historical costs at sites (avg \$6/meal x 28 vols x 100 meals/year per vol)	12,600	4,200	16,800	0
Uniforms: branded uniforms and ID badges for 76 volunteers (avg \$11 each)	836	0	836	0
Insurance: required volunteer insurance, quoted premium (4237)	4,237	0	4,237	0
Recognition: lunch event: for 76 volunteers: Facility rental: \$400, Meals: \$22.75/person, Gift: \$20/volunteer	3,249	400	3,649	0
Volunteer Travel: Volunteer mileage reimbursement at .55 per mile (per organizational policy) with a cap of \$55 a month x 76 volunteer	4,180	0	4,180	0
Physical Examinations	0	0	0	
Participant allowance: \$4,000 per volunteer	304,000	0	304,000	
Participant incentive for achieving retention and placement milestones (estimated 90% of 76 @ \$150 each)	10,260	0	10,260	
Monthly employment retention workshops for successfully employed Seniors (\$15 per participant for workshop materials x estimated 25 successfully placed volunteers x 12 months)	4,500	0	4,500	0
Category Totals	343,862	4,600	348,462	0
Section Totals	343,862	4,600	348,462	0
PERCENTAGE	98.68%	1.32%		
Budget Totals	1,629,962	216,212	1,846,174	0
PERCENTAGE	88.29%	11.71%		
Required Match		10.00%		

Source of Funds

Section	Description
Section I. Volunteer Support Expenses	\$202,412 in cash resources is secured by (private) legal applicant's general operating funds.
Section II. Volunteer Expenses	\$13,800 in in-kind resources is secured by (private) volunteer stations (\$4,200 x 3 years) and community partners (\$400 x 3 years).