

Budget Narrative

Personnel

Name, Title/Role (XX hours @ \$xx/hr)

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Fringe (if applicable)

The fringe rate is XX%. The fringe rate consists of health insurance, unemployment insurance, FICA, FUTA, SUTA, Vacation, and holidays.

Supplies/Equipment (if applicable)

\$XX for XXXX for *purpose*

Other Expenditures (if applicable)

Fee?

Consultation services?

Subcontract work?

Indirect rate (if applicable)

COMPANY's indirect rate is XX% and has been audited and approved by DCAA in FY2000.

Or, specify rate below 40%.

Travel (if applicable)

COMPANY plans X trips for *reason* at an estimated cost of \$\$XX.

Technical and Business Assistance (TABAs, if applicable)

...

NOTE: THIS IS A SAMPLE. APPLICANTS NEED NOT FOLLOW THIS EXACT FORMAT. BUDGET NARRATIVE MAY BE IN THE FORM OF AN EXCEL DOCUMENT, WORD DOCUMENT, PDF, ETC. THE NARRATIVE IS REQUIRED IN ADDITION TO THE SF424A.

IF PERSONNEL IS THE ONLY APPLICABLE EXPENSE, A NARRATIVE IS STILL REQUIRED AND SHOULD STATE SUCH.