



Optional Budget Template

EDA suggests utilizing the below budget narrative template, which includes a staffing plan.

The budget narrative should provide a summary of all proposed grant expenses and a description of the proposed roles and cost throughout the performance period of the proposed grant. The narrative totals should match the total project costs listed in Forms SF-424 (Question 18, Line g) and SF-424A. If minor inconsistencies are found between the budget amounts specified on Forms SF-424, SF-424A, and the budget narrative, the Department will consider the Form SF-424A the official funding amount requested. The budget narrative should include a description of leveraged resources (as applicable) to support the proposed grant activities. Applicants must include a breakdown of Federal and non-Federal funds (matching funds) grouped by categories and further subdivided into line items relevant to the category.

Each line item in the budget narrative should clearly indicate:

- a description of the intended use of funds for each line item;
- the budget category (from Form SF-424A) to which the line item corresponds;
- the Federal share allocated to the line item;
- the matching share allocated to the line item; and
- for any matching shares allocated to a given line item, a citation to the corresponding commitment letter(s) should be provided, documenting each relevant matching organization's commitment to provide the matching share of the given line item.

The matching share, whether in the form of cash or in-kind, is expected to be disbursed at the same general rate as the Federal share; however, if the applicant's budget narrative proposes otherwise, applicants must also include information that clearly indicates what project elements the matching share funds will support and explain why deviation from paying out at the same general rate is required for the project to be implemented.



Use the following guidance for preparing the budget narrative:

Form SF-424A	Year 1		Year 2		Total	
Budget Categories	Federal	Match	Federal	Match	Federal	Match
a. Personnel						
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)						
j. Indirect Charges						
k. Totals (sum of 6i and 6j)						

a. Personnel

- Year 1: [Estimated dollar amount]
- Year 2: [Estimated dollar amount; if applicable]

Federal share: [Requested Federal Share]

Matching share: [Proposed Matching Share]

Description:

[List all staffing positions by Name/Title proposed to support the activities in this grant application. If the position has not been filled, please insert the title only. Provide the percentage of each position's time devoted to the project or FTE (Full-time Equivalency) as it pertains to this grant application, total amount charged to the project, total Federal share and non-Federal share for the period of performance. Insert as many rows, as needed. Please include a brief narrative of the assigned roles, as it relates to the grant.]



Personnel Description Example

“The Project Manager will be responsible to work directly with companies to provide planning, compliance with program requirements, and manage performance metrics during the project performance period.

The Operations Manager will serve as the community outreach manager responsible for day-to-day operations, education, and networking requirements. He/she will be the primary point of contact for satisfying the operational needs of the incubator clients, coordinating events, and managing relationships with program mentors...”

Staffing Plan:

The Staffing Plan should identify and describe personnel and roles needed to implement the grant application. Applicants must submit a plan that lists all positions charged to Federal and matching portions of the budget for each year of the of proposed grant performance period.

The Staffing Plan should provide the percentage of each position’s time devoted to the project or FTE (Full-time Equivalency), the total amount charged to the project, total Federal share and non-Federal share for the period of performance.

Name/Title	Annual Salary	Total Amount Charged to Project Year 1	Total Amount Charged to Project Year 2	% of Dedicated Time	Total Federal Share	Total Non-Federal Share Matching

b. Fringe Benefits

- Year 1: [Estimated dollar amount]
- Year 2: [Estimated dollar amount; if applicable]

Federal share: [Requested Federal Share]

Matching Share: [Proposed Matching Share]



Description:

[Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.]

Fringe Benefits Description Example

"Fringe benefits for this project include medical, dental and vision plan options, 403(b)/401(k), and life insurance options..."

c. Travel

- Year 1: [Estimated dollar amount]
- Year 2: [Estimated dollar amount; if applicable]

Federal share: [Requested Federal Share]

Matching Share: [Proposed Matching Share]

Description:

[Specify the purpose, estimated number of trips, average cost per trip (air fare, hotel, per diem conference, certification fees etc.) and description of travel.]

Travel Description Example

"Travel expenses cover four trips, for recruitment of early stage companies as well as relationship management and enlistment of incubator programs, investor groups, and industry partners..."

d. Equipment

- Year 1: [Estimated dollar amount]
- Year 2: [Estimated dollar amount; if applicable]

Federal share: [Requested Federal Share]

Matching Share: [Proposed Matching Share]

Description:

[Identify each item of equipment you expect to purchase which has an estimated acquisition cost of \$5,000 or more per unit (or if your capitalization level is less than \$5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR § 200.33 for the definition of Equipment). List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are supplies, not



“equipment”). Equipment expenses may include limited Equipment installation costs, if approved by EDA.

Equipment Description Example

“Equipment expenditures - laboratory equipment and computer equipment. Wet lab equipment will be used for life sciences laboratory experiments and research, and includes ten microscopes, five centrifuges, and three refrigerators. Computer equipment includes audio-visual equipment and computers/devices for the purposes of providing education, remote mentorship, and business planning sessions for our client companies...”

e. Supplies

- Year 1: [Estimated dollar amount]
- Year 2: [Estimated dollar amount; if applicable]

Federal Share: [Requested Federal Share]

Matching Share: [Proposed Matching Share]

Description:

[Identify categories of supplies (e.g., office supplies, to include laptops etc.) and list the quantity and unit cost per item. Supplies include all tangible personal property other than “equipment” (see 2 CFR § 200.94 for the definition of Supplies).]

Supplies Description Example

“Supplies - standard office supplies such as paper, printing, binders...”

f. Contractual

- Year 1: [Estimated dollar amount]
- Year 2: [Estimated dollar amount; if applicable]

Federal share: [Requested Federal Share]

Matching Share: [Proposed Matching Share]

Description:

[Identify each proposed contract and specify its purpose and estimated cost. If applicable, identify any subrecipient or co-applicant agreements, including procurement method and estimated costs.]



Please see 2 CFR § 200.320 - Methods of procurement to be followed.

Contractual Description Example

“Contractual expenses include educational and external programming that provide early stage companies access to pre-seed workshops, startup modules, business modeling...”

g. Construction

Construction costs are unallowable under this competition; this line must be left as zero.

h. Other

- Year 1: [Estimated dollar amount]
- Year 2: [Estimated dollar amount; if applicable]

Federal share: [Requested Federal Share]

Matching Share: [Proposed Matching Share]

Description:

[If applicable, list any item not covered under the other categories including costs of programming events, speaker series, marketing, Information Technology and provide a description of the purpose and activities.]

Other Description Example

“Website marketing expenses - the development of marketing materials designed to generate awareness of, and interest in our Incubator program, to provide interactive education and event coordination to promote and attract early stage companies and innovation hub participants to our Incubator program...”

i. Total Direct Charges (sum of a – h)

- Year 1: [Estimated dollar amount]
- Year 2: [Estimated dollar amount; if applicable]

j. Indirect Charges

- Year 1: [Estimated dollar amount]
- Year 2: [Estimated dollar amount; if applicable]



Description:

[If you include indirect costs in the budget, please provide the approved indirect cost rate with a copy of your Indirect Cost Rate Agreement (ICRA). The applicant should include a statement in its budget narrative that it does not have an ICR Agreement; it has never received an ICR; and it is electing to charge the de minimis rate. See 2 CFR § 200.414(f).

k. Totals (I and j)