

FY 2021 Budget Narrative Instructions

General Information

The Budget Narrative explains and justifies each line item identified in the Budget, and reflects the SNAP-Ed activities described in the Statement/s of Work. Include calculations and descriptions for expenses, and if applicable, provide justification for significant increases to any line item from prior fiscal years.

If specific line items in the Budget Narrative form do not apply to your Budget, remove those line items.

Consider all potential costs for the upcoming year, as costs not described in the Budget Narrative may not be eligible for reimbursement.

Instructions

The Budget Narrative form includes many standard statements to assist with justifying budget line items. However, it may be necessary to add language to justify budget lines, or to remove statements that do not apply to budget lines.

See below for additional instruction for select line items:

Personnel-Standard statements are provided. Complete the underlined areas with the information specific to your SNAP-Ed project. Remove the fringe benefit statement that does not pertain to your budget.

Materials and Supplies-Standard statements are provided. Complete the underlined areas with the information specific to your SNAP-Ed budget.

- *Nutrition Education Materials and Supplies*-Includes costs to purchase or print materials used to deliver SNAP-Ed to the target audience. Nutrition education supplies also include items used by the target audience during SNAP-Ed interventions such as crayons, pens, pencils, glue sticks, etc. These items are typically collected by SNAP-Ed staff at the end of the intervention and reused in future interventions. Kitchen equipment/supplies are excluded from this category and listed in *Other Direct Costs, Kitchen Equipment/Supplies*.
- *Nutrition Education Reinforcement Items*-All items must be for the target audience only, contain or reinforce a nutrition message, and cost **less than \$5 per item**. All items must be purchased according to SNAP-Ed *Policy F-11 Nutrition Education Reinforcement Items* and SNAP-Ed Plan Guidance on Nutrition Education Reinforcement Items.
- *Food for Nutrition Education Activities*- Cost of food for recipe/taste testing purposes and to provide food samples to the target audience as part of SNAP-Ed programming. Cost per sampling must **not exceed \$1.00 per contact**.
- *Office Supplies and Equipment under \$1,000/item*-Includes the cost of supplies to support SNAP-Ed programming. Examples of office supplies are copy toner, staplers, pens, paper, etc.

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Travel

- *Local Travel*-Indicate the purpose and destination of local travel. Include text that states either that staff are reimbursed at the “standard IRS rate” or “approved agency rate of \$. ____ /mile”. Note: The approved agency rate must **not** exceed the standard IRS rate currently in effect for the period of the travel.
- *In-State and Out-of-State Conferences/Meetings*-The template provides standard language for commonly requested conference/meeting costs. Insert the number of staff that will attend each conference/meeting described. If ZERO, delete the text for that conference/meeting.

For additional conference/meeting travel not described in the template, identify the name of the conference/meeting, how attendance will benefit SNAP-Ed program goals and objectives, and how information obtained from the conference/training/in-service will be disseminated to other local partner staff. Note the destination of the meeting/training/conference and number of staff attending. Identify the costs included (for example: registration, per diem, lodging, transportation, etc.). Have an agenda for the meeting/conference on hand in the event it is requested.

- *Communications*-A standard statement is provided on the Budget Narrative form. Costs may include telephone, cell phones, postage, and internet charges.

Other Direct Costs-For all Other Direct Costs, include justification/explanation for only the items listed in the project budget.

Indirect Costs-The Indirect Cost Rate (percentage) listed in this section should correspond with that indicated on the budget, and with submitted Indirect Cost Rate documentation. A standard statement is provided on the budget narrative form.