

Budget & Budget Narrative Worksheet

BUDGET

A detailed budget and budget narrative (defined below) are essential components to the Contract because they link the funding with the specific work performed under the Contract.

Budget Period

For Contracts that require funding for more than one year, the budget is usually divided into twelve-month periods.

Contract Period

The contract period is the total duration for the Contract (e.g. 12 months, 24 months, 36 months). If a Contract is 12 months, typically the budget period will also be 12 months. If a Contract is greater than 12 months, typically there will be multiple budget periods.

Types of Budget Expenses

1. Personnel

This category should cover the full personnel costs required to perform the Contract. **The budget narrative should include a detailed description of what is included in personnel costs including hours and hourly rate [or daily rate, if applicable and the percentage of an individual's time for each position assigned to the Contract.]** Costs identified under Personnel are only for project staff who are employees of the Contractor. Costs for project staff who are not employees of the Contractor should be entered under Purchased Services. All positions are to be listed in the budget narrative under the appropriate subcategory.

The Personnel sub-categories are as follows:

- **Project Director/Principal Investigator:** Direct project time associated with such positions as project director, principal investigator, and co-principal investigators that provide leadership to the project.
- **Project Staff:** Direct project time attributable to such project staff as project manager, project coordinator, case manager, senior staff, etc. who provide direct services to the project. This subcategory includes staff titles with roles directly related to the technical and professional aspects of the project, e.g., nurses, epidemiologists, graduate students, research associates, scientists, research analysts, statisticians, economists, etc.
- **Administrative Staff:** Administrative support positions who provide direct services to the project (e.g., receptionist, administrative assistant, program assistant, secretary), general clerical help, temporary help, coders, data entry, phone bank staff (callers), etc.
- **Other Staff:** Any salary costs not covered under the other Personnel sub-categories (e.g., Web Designer).

2. Direct/Operational (In-House) Costs

These are direct non-personnel Project-related costs, excluding specialty consultant fees and subcontractor (3rd party) contracts. TCE does not pay for indirect costs.

- **Office Operations:** Includes Supplies, Printing/Duplicating, Telephone and Postage directly related to the Contract. Identify any other items that are not covered in the above-mentioned areas. In the budget narrative, list the items (Supplies, Printing/Duplicating, Telephone, etc.) being funded under this subcategory and the amount budgeted for each item. Report total Office Operations costs requested for each budget period on the budget.

- **Use of In-House Equipment:** Includes the use of Contractor's own equipment. This does not include rented equipment that would be considered a reimbursable expense.

- **Communications/Marketing/Collateral:** If performed by the Contractor then the work or service would fall under the Direct/Operational costs. Examples: printing of brochures, newsletters, press kits, collateral, public service announcements, media training for staff, printing/publication of manuscripts, printing and dissemination of findings, and non-personnel Web site costs.

- **Polls and Surveys:** Costs associated with conducting polls or surveys that do not fall under **Personnel** or **Purchased Services** budget subcategories. These including fielding and administrative costs, design and development of survey instruments, mailing of questionnaires, expenses related to telephone surveys (e.g., toll calls, 800 lines, additional temporary phone lines), printing and dissemination of findings.

3. Reimbursable Expenses (Contractor must provide receipts to TCE for these types of expenses)

These include costs for rented equipment, purchased information, travel, meeting expenses, etc. Note: TCE does not pay a mark-up on any reimbursable expense and Contractor must provide these expenses at cost.

- **Rentals:** This would include any rented equipment, props, furniture, staging and lighting, art or displays and party rentals.

- **Purchased Information:** Costs associated with the purchase of data, purchase of mailing lists, purchase of manuscripts and publications, subscriptions to periodicals, magazines, journals, newsletters, etc. required as a part of the project.

- **Travel:** Travel by project staff and consultants directly related to the Contract. Includes costs such as travel to professional meetings to present project findings or promote the program or project, to attend TCE meetings, travel to perform interviews or surveys, guest speaker travel, etc. Travel costs also include stipends or scholarships to offset meeting participant travel expenses. **If you are able to identify specific destination and rates for airfare and lodging, please include actual amounts in your budget and narrative.** Otherwise, please provide an estimate that includes costs for airfare, lodging and meals. For local travel, you should use the mileage reimbursement rate and provide justification as part of the budget narrative. All travel costs and expenses must comply with the TCE's Travel & Meal Expense Policy for Contractors.

- **Communications/Marketing/Collateral:** If performed by a third party then the work or service would fall under the Reimbursable Expenses costs.

- **Guest Speaker Fees:** Fees paid to individuals for speaking engagements. Guest speaker transportation, meals and lodging costs should be included under the **Travel** line item if your organization is reimbursing for those costs.

- **Meeting Expenses:** Project-related expenses for meetings, including meeting room rental, audiovisual equipment rental, slide presentation costs, and meals/refreshments. List each meeting with projected dates and its cost estimates separately.

4. Reimbursable Purchased Services (Contractor must provide TCE with invoices from the subcontractors or consultants that were retained to provide services)

These include costs for specialized consultants and subcontractors. Note: TCE does not pay a mark-up on purchased services. The only exception is the 10% mark-up paid to consultants on media buy contracts.

- **Subcontracts:** Agreements entered into between the Contractor and a third party. TCE is not a party to these contracts. Contractor is fully responsible for overseeing the work and deliverables and reporting to TCE the expenses associated with these contracts.
- **Consultants:** Fees or honoraria paid to individuals for a specific service provided based on an agreed per-diem rate. Examples: proposal review, technical assistance, speaking engagements, and service on an advisory committee or board.

BUDGET NARRATIVE

The budget narrative is where detailed information is provided in a narrative format for each line item in the Budget. Please provide a brief description of how the requested funds will be used and how you determined the cost for each line item in the Budget.

Budget narrative categories include:

Personnel

- Project Director, Principal Investigator, Scholar, Fellow
- Project Staff
- Administrative Staff
- Other Staff

Direct/Operational Costs

- Office Operations
- Communications/Marketing
- Polls and Surveys
- Other Costs

Reimbursable Expenses

- Rentals
- Purchased Information
- Communications/Marketing
- Travel
- Meeting Expenses

Reimbursable Purchased Services

- Specialty Consultants
- Subcontracts (3rd Party Contracts)

Note: If funds are not being requested for a particular category or sub-category, that category or sub-category should be deleted from the budget narrative.

Below is an example of how to describe in detail how the requested funds will be used.

Personnel

Director of Public Affairs (\$49,440 / 0.50 FTE YR 1 / 0.25 FTE YR 2)

Responsible for project management, directing project staff, directing public policy research, and leading collaborative work with healthcare advocates.

Researcher (\$24,000 / 0.30 FTE)

Responsible for generating weekly data reports for the team and analyzing the progress/impact of project-related activities.

Community Health Coordinator (\$37,000 / 0.30 FTE)

Responsible for bilingual outreach and media messaging, organizing meetings, developing educational programs, and the development and implementation of an evaluation tool to assess community knowledge on the Affordable Care Act.

Administrative Assistants (\$31,456 / 2 @ 0.25 FTE each)

Responsible for logistics associated with events; management of all printing and dissemination requirements (correspondence, meeting invitations, resource documents); technology support.

Direct Costs

Conferences/Meetings (\$6,000)

Covers \$1,798 registration fees for two conferences that will be attended by the Director of Public Affairs and the Community Health Coordinator (Conference 1: \$399 x 2 = \$798; Conference 2: \$500 x 2 = \$1,000); \$1,202 for room rental and refreshments for project kick-off meeting; \$3,000 for neighborhood events (\$600 x 5).

Project Supplies (\$735)

Covers 15 digital voice recorders at \$49 each for project activities.

Travel (\$2,000)

Covers \$2,000 for in-state travel to conferences for the Director of Public Affairs and the Community Health Coordinator (\$300 airfare and \$275 hotel room/night for two nights, \$150 food allowance per trip)*(2 staff).

In-House Printing of Meeting Materials (\$8,000)

Includes flyers, announcements, handouts, health benefits information packets, presentation binders, etc.

Reimbursable Expenses

Project Supplies (\$735)

Covers 15 digital voice recorders at \$49 each for project activities.

Travel (\$2,000)

Covers \$2,000 for in-state travel to conferences for the Director of Public Affairs and the Community Health Coordinator (\$300 airfare and \$275 hotel room/night for two nights, \$150 food allowance per trip)*(2 staff).

Ordering Printed Materials for Meetings (\$8,000)

Includes flyers, announcements, handouts, health benefits information packets, presentation binders, etc.

Stipends (\$3,000)

Calculated at 100 \$15 gift cards (each year for two years) as incentives for successful enrollment at community events.

Reimbursable Purchased Services

Subcontracts (3rd Party Contracts) for:

Translation Services (\$9,000)

Includes \$5,000 in Year 1 to cover 7 translators @ \$30/hr for 2-hour kick-off meeting (\$420); 3 translators @ \$30/hr for 10 3-hour meetings (\$2,700); \$1,880 for translation of outreach materials; and \$4,000 in Year 2 to pay for translation of project-related materials into 3 languages.

Graphic Designer Services (\$7,000)

Covers the design of all materials including policy briefs, the addition of a project-specific webpage on our website, and preparing visual presentations for meetings, including charts, graphs, illustrations, and other artwork, at an hourly rate of \$100 for 40 hours in Year 1 and 30 hours in Year 2.