# Budget Justification Narrative Template

**Project Title** –

**Provide a budget justification for each year of the project.**

**Personnel** – In the budget justification, please include the names of key personnel included in the budget, their roles on the project, percentage of time devoted to the project (% level of effort, or time in months or days), and a brief description how they will contribute to successful implementation of the project. For each person, show applicable fringe benefits, and state how they are calculated.

# Other Direct Costs

**Travel** – Include a description of all travel costs associated with carrying out the work of the project, as well as detailed costs for domestic travel, including details about destinations, purpose of trips, number of individuals per trip, daily rates, and other related travel expenses based on the U.S. General Service Administration guidelines. U.S. General Service Administration information for calculating travel costs, including per diem, meals, and mileage reimbursement, can be found here: https://www.gsa.gov/travel-resources

**Equipment** – Include a description of the requested equipment necessary to support the proposed project.

Note: The Federal definition for equipment is an article of tangible nonexpendable property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. All requested equipment over $5,000 will require USDA/FNS sponsored approval prior to awards. Note: purchase of equipment would need to be justified; we recommend that if you intend to request equipment that you discuss this with *MORE WIC!* prior to submission.

**Supplies** –Describe general categories of supplies needed and a description of how they support the proposed project.

**Contractual/Consultant/vendor costs –** Include a description of how consultants/vendors will contribute to the project's success**.** Reasonable funds may be used to provide state agencies with funding to support external technology requirements to support data matching and outreach strategies. Other allowable costs include any MIS vendor fees associated with collecting required data to support the project, including upgrades to the MIS system.

**Other costs –** Include a description of other costs necessary to support the proposed project. This could include, but not be limited to, incentives for completion of client interviews or surveys. Projects that provide incentives must have procedures in place to track all forms of incentive payments. Another example is honoraria for advisory board.

In addition, **grantees must include in their budgets travel costs for at least two people to attend the MORE WIC! In-Person Convening meeting, to be held at the end of Year 1.** The meeting will be held in Baltimore, Maryland at the Johns Hopkin Bloomberg School of Health. Please budget for travel costs, including air travel, lodging (2 nights), and per diem for meals using the US. General Service Administration Travel Resources as a guide: https://www.gsa.gov/travel- resources.

**Facilities and Administrative Costs (Indirect Costs)** – While we do not expect state agencies to have established indirect cost rate agreements, if you do have one established, please enter the rate and provide a copy of your most recently approved Federally negotiated indirect cost agreement (NICRA) with your application. If you do not have a NICRA, the de minimis rate of 10% of Modified Total Direct Costs (MTDC) can be used. MTDC excludes equipment.