WIC Community Innovation and Outreach Project

**WIC Community Innovation and Outreach Project: Round 1 Subgrants Request for Application**

**Budget Narrative Template**

Bullets, formulas, and tables are fine to demonstrate calculations. Please note: the subgrant period is 18 months.

**Staffing**

List all key employees of the primary applicant organization paid under the grant by name (or note “to be hired”), position title, description of project role, base annual salary, percentage of time devoted to project for each person/role, and number of months/years.

*Example: Project Director Jane Williams, WIC Outreach Supervisor, will oversee the*

*entire project.*

*$100,000 base annual salary @ 25% = $25,000 in Year 1*

*$101,000 base annual salary @ 25%/6 months = $12,625 in Year 2*

*Project Total: $*

* Total Staffing Costs: $

**Fringe Benefits**

Apply the primary applicant organization’s fringe benefit rate to the Total Staffing Costs (above).

*Example: Fringe Benefit Rate: 20%  
Basis for computation:*

*Payroll Taxes at 6%, Retirement Benefits at 5%, Health/Vision/Life/Long-Term Insurances @ 7%, Vacation @ 1%, and Flexible Spending Accounts & Dependent Care Assistance Plan @ 1%.*

* Fringe Benefit Rate: \_\_%
* Basis for computation:
* Total Fringe Benefits: $

**Partner Regrant**

For projects proposed by an Applicant Team, funding that the primary applicant will allocate to other partners should be noted as a Partner Regrant. A detailed line item budget and budget narrative (using the templates provided) for each Partner Regrant must be included. They should be inserted directly into the primary applicant’s budget narrative.

*Example:* *Partner regrant to Corn County Rural Child Health Coalition (RCHC).*

*RCHC will conduct text-based outreach to their clientele. Their line item*

*budget and budget narrative are inserted below. $30,000 in Year 1 + $15,000 in Year 2 = $45,000 total  
  
[RCHC budget and budget narrative would be inserted here, e.g., staffing, other direct costs.]*

* Total Partner Regrant Costs: $

**Consultant/Contractor**

For each consultant/contractor, provide the consultant’s/contractor’s name, a description of service, an itemized list of all direct costs and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), number of estimated hours and hourly wages per hour, and all expenses and fees directly related to the proposed services to be rendered to the project.

*Examples: Consultant fees for Mrs. Castillo and Ms. Jimenez for their services*

*providing in-depth feedback on the development of WIC outreach materials and dissemination strategies tailored to their communities, drawing on their experience as WIC participants. $50/hour x 80 hours (40 hours each) over 18 months = $4,000*

*Consultant fees for 10 WIC participants to share their experience with barriers and facilitators on keeping their children enrolled in the WIC program. 2 focus groups with 5 participants each, 1 hour. $50/hour x 10 = $500 in Year 1*

*Best Transcription Agency contractor service for transcription of 3 focus groups and 5 individual interviews. Cost estimate provided of 8 total transcriptions @ $200 per transcription = $1,600 in Year 1*

* Consultant/Contractor Costs: $

**Internet/Telephone**

Provide an estimate of telephone and internet resources for the project and how the amount is calculated.

*Example: Cell phone allowance for 2 key project staff estimated at $30/month to*

*offset costs of internet and cell phone capabilities. $30/month x 2 staff x*

*12 months = $720/year x 1.5 years = $1,080*

* Total Internet/Telephone Costs: $

**Copying/Printing/Materials**

Provide an estimate of copying/printing/materials required for the project, the types of copying/printing/materials, and how the amount is calculated (e.g., unit costs + number to be purchased or other basis of computation).

*Example: Printing outreach postcards and flyers to distribute to potentially eligible*

*families.*

*5,000 postcards @ $0.104/piece = $520.*

*1,500 8x11 flyers @ $0.19 = $285.*

*Subtotal = $805 in Year 1*

* Total Copying/Printing/Materials Costs: $

**Travel**

Provide an itemized estimate of all travel expenses required for the project. Include origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation (e.g., driving own car, flight, taxi, subway, etc.), and cost of each trip. If applicable, visit [GSA Per Diem Rates](https://www.gsa.gov/travel/plan-book/per-diem-rates) to determine lodging and meals/incidentals rates. If applicable, visit [IRS Standard Mileage Rates](https://www.irs.gov/tax-professionals/standard-mileage-rates) for driving mileage rates.

*Examples: Local travel driving from office (Sacramento) to 2 Partner service sites*

*(Camino and Sunset) once a month for 1 staff. 50 miles roundtrip per visit x $0.585 per mile = $29.25 + $10 parking per visit = $39.25 x 2 sites/month x 12 months x 1 staff = $942 in Year 1 + $471 for 6 months in Year 2 = $1,413*

*Project Director travel will encompass visits to WIC clinics in Year 1.*

*Estimated at $140 roundtrip to sites (240 miles x $0.585/mile) x 12 trips =*

*$1,685. 10 trips to include with hotel nights ($182/night) and 10 days per*

*diem ($74), calculated at the GSA rate for Los Angeles County = $2,560.*

*Year 1 Travel Subtotal = $1,685 + $2,560 = $4,245.*

* Total Travel Costs: $

**Office Space/Utilities**

Provide an estimate of office space and utility expenses required for the project and how the amount is calculated.

*Example: Facilities costs (rent and utilities) are calculated based on the prorated*

*costs (over an 18-month period) of the occupied space for the project. The formula for calculating this amount is $25 per square foot x 465 square feet (the amount of space occupied by participants of the project based on the pro-rated amount of time they are expected to spend on the project). $25/square foot x 50 square feet = $1,250 in Year 1 + $625 in Year 2 = $1,875 in total.*

* Total Office Space & Utilities Costs: $

**Other**

For all other line items listed under the “Other” heading, list all items along with the methodology on how the applicant derived the costs to be charged to the project.

* Total Other Costs: $
* TOTAL DIRECT COSTS: $

**Indirect Costs**

Provide the calculation used to determine how the indirect cost rate is applied to direct costs. Indicate if the applicant has obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from a Federal Agency.

* If yes:
  + Upload a copy of the most recent and signed negotiated rate agreement
  + Negotiated Indirect Cost Rate: \_\_%
* If no:
  + 2 CFR 200 allows any non-Federal entity (NFE) that has never received a negotiated indirect cost rate to charge a de Minimis rate of **10%** of modified total direct costs (MTDC), which the NFE may use indefinitely as a Federally-negotiated rate.
  + Negotiated Indirect Cost Rate: 10%

*Example:* *We do not have a Negotiated Indirect Cost Rate Agreement*

*(NICRA). As such, we are applying the 10 percent de minimis rate to calculate indirect costs. The 10 percent rate is applied to all direct costs, except our partner sub-grant to LCBSP for $50,000. For that subgrant, we have applied the 10 percent rate to the first $25,000 per subgrant, which comes to $2,500 in Year 1.*

* TOTAL INDIRECT COSTS: $
* **TOTAL REQUEST: $**