BranchED
Grantee Budget Packet

PURPOSE

This packet provides instructions and guidance for completing the Budget Excel Spreadsheet and the accompanying Budget Narrative. All grantees are required to complete both documents to ensure consistency, transparency, and compliance with grant requirements.

WHAT'S INCLUDED IN THIS PACKET:

PART I: INSTRUCTIONS FOR COMPLETING THE BUDGET SPREADSHEET

1. Budget Excel Spreadsheet

The Budget Excel Spreadsheet will be distributed electronically.

2. Completion of Budget Categories

Complete all applicable budget categories, including:

- Staff Salaries and related changes
- Consultants and other contracted services
- Travel and conferences
- Equipment and capital expenditures
- Other Direct Costs
- Indirect overhead
- Summary

3. Detailed Calculations Required

Provide detailed calculations for each line item. Lump sum entries without explanation are not acceptable.

- *Example*: Instead of "$5,000 – staff," specify:
  Project Coordinator – $60,000 x 50% FTE = $30,000

4. Consistency with Budget Narrative

Ensure that all figures are accurate and consistent with the Budget Narrative. Numbers in the spreadsheet must match the amounts described in the narrative.

5. Verification of Totals

Review all totals to confirm that calculations are correct and that the overall budget remains within the approved award amount.

PART II: BUDGET NARRATIVE

A narrative must accompany the Budget Spreadsheet. The purpose of the narrative is to provide a rationale and explanation of each budgeted expense. The categories listed are identical to the categories on the Budget Spreadsheet. The categories and examples are described below.

1. Staff Salaries and Related Charges

Description: List each staff position funded by the grant. Explain role, percentage of time, and how costs are calculated.

- *Example*: Project Coordinator – 50% FTE. Responsible for managing day-to-day operations. Annual salary $60,000 x 0.5 FTE = $30,000.

2. Consultants and Other contracted Services

Description: Identify contractors/consultants, scope of work, and method of calculation (hourly, daily, flat fee).

- *Example*: Consultant to provide training – $100/hour x 40 hours = $4,000.

3. Travel and Conferences

Description: Include purpose, destination, number of trips (e.g., travel to convenings), and cost breakdown.

- *Example*: Mileage reimbursement for site visits: 1,000 miles x $0.655/mile = $655.

4. Equipment and Capital Expenditures

Description: List items typically >$5,000 each. Justify necessity to the project.

- *Example*: Laptop computer – 1 @ $1,200 = $1,200 to collect field data.

5. Other Direct Costs

Description: Include expenses not covered above (e.g., rent, utilities, communications, supplies, grantee incentives).

- *Example*: Facility rental for workshops – $200/day x 5 days = $1,000.

6. Indirect Costs (if applicable)

Description: Indirect costs may be charged up to 10% of allowable direct costs.

- *Example*: $50,000 direct costs x 10% = $5,000.

PART III: TERMS AND DEFINITIONS

- **Allocable Costs:** A cost that must provide a direct benefit to the project and be charged in proportion to the benefit received.
- **Allowable Costs:** A cost that must be permitted under applicable federal, state, and program regulations.
- **Budget Spreadsheet:** The Excel document where costs are itemized.
- **Budget Narrative:** A written explanation that describes and justifies each budget line item.
- **Direct Costs:** Expenses directly attributable to the project (e.g., salaries, supplies, travel).
- **Indirect Costs:** Administrative expenses not tied to a single project (e.g., facilities, accounting). Limited to 10% for this grant.
- **FTE (Full-Time Equivalent):** Percentage of a full-time position dedicated to the project.
  - Example: 50% FTE = half-time effort.

- **Consultant:** An external individual providing services not available within your organization.
- **Capital Expenditure:** Purchase of an asset (equipment, property) with a value >$5,000 and useful life >1 year.
- **Cost Share/Match (if required):** Portion of project costs not covered by the grant, provided by the grantee.
- **Reasonable Costs:** A cost that must be necessary to accomplish the objectives of the project and reflect what a prudent person would pay under similar circumstances.
- **Unallowable Costs:** Expenses that are not permitted under federal cost principles and may not be charged to the project. Examples of unallowable costs include, but are not limited to:
  - Entertainment expenses (e.g., tickets, social activities, alcohol)
  - Lobbying or political activities
  - Fines, penalties, or legal settlements
  - Goods or services for personal use

PART IV: REMINDERS

- The Budget Spreadsheet and Narrative must be submitted together.
- All costs must be allowable, reasonable, and allocable to the project.
- Keep supporting documentation (timesheets, invoices, receipts) on file for audit purposes.
- Contact BranchED's Grants Accountant/Michelle Gray with questions before submission.

BranchED

Budget Excel Spreadsheet Reference Guide

Institution Name:				
Budget Status (Proposed, Approved, Current, Revised or Denied):				
Instructions: Project requests: Enter the estimated annual expenses for the activities, categorized within the specified line items (staff salaries, consultants, etc.). You may choose to break down those expenses into sub-categories in the 'Description' column. Add rows as needed.				
Staff Salaries and related charges				
Description	**Cost Year 1**	**Cost Year 2**	**Cost Year 3**	**Total Cost**
Total				
Consultants and other contracted services				
Description	**Cost Year 1**	**Cost Year 2**	**Cost Year 3**	**Total Cost**
Total				
Travel and conferences				
Description	**Cost Year 1**	**Cost Year 2**	**Cost Year 3**	**Total Cost**
Total				

Equipment and capital expenditure				
Description	**Cost Year 1**	**Cost Year 2**	**Cost Year 3**	**Total Cost**
Total				
Other direct costs				
Description	**Cost Year 1**	**Cost Year 2**	**Cost Year 3**	**Total Cost**
Total				
Indirect overhead				
Description	**Cost Year 1**	**Cost Year 2**	**Cost Year 3**	**Total Cost**
Indirect overhead (__% cap by BranchEd; $____)				
Total				
Summary	**Cost Year 1**	**Cost Year 2**	**Cost Year 3**	**Total Cost**
Indirect overhead (__% cap by BranchEd; $___)				
Total				

Budget FAQs

Do I need to complete both the Budget Spreadsheet and the Budget Narrative?

Yes. Both documents are required. The spreadsheet shows the numbers, while the narrative explains how those numbers were calculated and why the costs are necessary.

What if I do not have expenses in every category?

That's fine. Only complete the categories that apply to your project. Leave the others blank.

How do I calculate staff salaries?

List each staff position, percentage of time on the project, and salary calculation. For example:

- Project Coordinator – Annual salary $60,000 x 50% FTE = $30,000.

Can I include fringe benefits in staff costs?

Yes. Fringe benefits should be listed with salaries. Please indicate the fringe rate (e.g., 25% salary) and show your calculation in the narrative.

What is the difference between direct and indirect costs?

- Direct Costs: Expenses directly tied to the project (e.g., staff time, supplies, travel).
- Indirect Costs: Administrative or overhead expenses that support the project but are not directly attributable (e.g., office space, utilities).

What is the maximum allowable indirect cost rate?

The maximum allowable indirect cost rate for this grant is 10% of direct costs.

Do consultants and contractors count toward personnel?

No. Consultants and contractors should be listed under Consultants and Other Contracted Services, not under Staff Salaries and Related Charges.

What documentation should I keep for expenses?

Maintain supporting documentation such as:

- Timesheets for staff charged to the grant (if applicable)
- Invoices and contracts for consultants
- Receipts for travel and supplies

These may be reviewed during monitoring or audits.

Can I budget for equipment purchases?

Yes. Equipment costs may be included if they are essential to the success of the project and have been approved in advance. Please note that items costing more than $5,000 per unit are considered capital expenditures and should be clearly justified in the budget narrative.

What if my budget changes after submission?

Any revisions must be approved by the grant administrator before implementation. Submit an Amendment request that includes a revised budget excel spreadsheet and narrative if changes are anticipated.

Who should I contact if I have questions while completing my budget?

Please contact **BranchED's Grants Accountant, Michelle Gray,** at mgray@educatordiversity.org for assistance prior to submitting your documents.