

SWIG24 Full Proposal Supplemental Budget Narrative Form

This form is required for SWIG24 Full Proposals – see the SWIG24 Budget Guidance for instructions. This form provides supporting information to explain and justify the costs listed in the budget table (for both the request, and the non-federal match). If any of the fields on this form are not needed, mark N/A.

Personnel: Briefly describe the work on the project that will be performed by each of the employees or staff positions listed in the budget table. If salaries are expected to increase over the period of the grant, show the overall cost in the budget table, and use this field to explain your calculations.

Fringe Benefits: Provide additional information as necessary. Fringe benefits can include things like employee insurance, leave, and payroll taxes. For more information on Fringe, visit: https://www3.epa.gov/grants-training/how_to_develop_a_budget_module_2_direct_costs/story.html

Travel: Estimate costs for local and long-distance travel for staff of applicant organization only. Use current federal mileage rate and note purpose of travel. Include information about any number of staff traveling, conference registrations, and estimated per diem.

Equipment: Durable goods with a unit cost in excess of \$5,000. Please include justification for equipment purchase and basis for cost determination.

Supplies: All other durable and non-durable goods with a unit cost less than \$5,000, including computers. Provide a description of supplies needed here; see Budget Guidance for information.

Contractual: Briefly describe the scope of work for each contract listed in the budget table. Note where cost estimates were used and note the basis for developing such estimates. Contracts are subject to federal purchase requirements, so please include a brief note on how they will be followed.

Other: Includes subawards, all volunteer time used as match, and other miscellaneous expenses that don't fit under the prior categories, whether requested or provided as match. Include a brief explanation or justification for calculation of partner costs.

Indirect: Explain how Indirect costs are calculated (10% or approved NICRA rate). Note: If the organization has an approved NICRA rate, it must be used to calculate Indirect, and a copy of it will need to be sent to RAE if awarded. Indirect costs include things like utilities, accounting services, and other costs incurred to facilitate the general operations of your organization.

Federal Funds: While federal resources may not be counted as match, list any federal funds or resources that are contributing toward the work here.