**ATTACHMENT - 3**

**BUDGET NARRATIVE**

[YOUR ORGANIZATION’S LEGAL NAME]

[PROPOSAL TITLE]

Budget Narrative

[SUBMISSION DATE]

**Summary Budget by Line Item**

A complete estimate of the cost breakdown for each activity budget component follows in this section. A summary of the budget details are as follows:

|  |  |
| --- | --- |
| Line Item | Amount (USD) |
| 1. Salary/Wages |  |
| 1. Fringe Benefits |  |
| 1. Travel |  |
| 1. Consultants |  |
| 1. Training/Workshop/Event |  |
| 1. Other Direct Costs |  |
| 1. Subawards/ Subcontracts |  |
| **Total Direct Costs** |  |
| 1. Indirect Costs |  |
| **Total (Direct & Indirect Costs)** |  |

The overall structure of the detailed budget is in accordance with the RFA requirements and with [YOUR ORGANIZATION’S] standard practices. The budget structure and assumptions are described herein.

**Budget Assumptions**

**Currency Exchange**: All local costs have been converted at the rate of [NUMBER] [CURRENCY] per 1 US Dollar (USD).

1. **Salary/Wages**

* **International Staff**

All salaries for international field-based personnel were negotiated in accordance with [YOUR ORGANIZATION’S] guidelines.

*Please include the description and the role that each person budgeted will play in the project.*

These positions/functions include:

* **National Staff**

All national staff salaries are in accordance with local practices in and the guidelines of [YOUR ORGANIZATION].

*Please include the description and purpose of each position budgeted.*

1. **Fringe Benefits**

These positions/functions include:

* **International Staff benefit**

*Please also individually list each fringe benefit received by international staff, the basis for the budgeted amount, and note whether it is based on labor law or organizational policy.*

* **National staff benefit**

*Please individually list each fringe benefit received by staff noting whether it is based on local labor law or organizational policy.*

1. **Travel**

International and domestic travel costs have been budgeted to support program activities as needed. Please find a breakdown of travel related to technical support and program activities below.

* **International Travel**

*Please include a brief description of your organization’s practice and policies for travel procurement.*

International trips to [COUNTRY] are proposed for technical assistance, program quality management and activity management throughout the life of the activity. These trips include:

[PLEASE COMPLETE THE TABLE BELOW FOR ALL INTERNATIONAL TRAVEL THAT IS PROJECT RELATED]

|  |  |  |
| --- | --- | --- |
| **Position** | **Destination** | **Purpose** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* **Per Diem for International Travel**

*Please include a brief description of your organization’s per diem policy and how it is applied to this proposal.*

* **Local Transportation/ In Country Travel**

[YOUR ORGANIZATION] has proposed in country travel costs for various activity staff throughout the life of the activity for technical and financial/management oversight and supervision. This includes:

[PLEASE COMPLETE THE TABLE BELOW FOR ALL LOCAL TRAVEL THAT IS PROJECT RELATED]

|  |  |  |
| --- | --- | --- |
| **Position** | **Destination** | **Purpose** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Consultants**

*Please provide the list of each consultant along with a brief description of the activities to be undertaken in this project. Please indicate the basis for selection of consultant. Please note that Save the Children may ask for signed 1420 Biodata forms to verify requested consultant rates and experience.*

1. **Training/Workshop/Events**

[YOUR ORGANIZATION] has proposed the following trainings/workshops/events throughout the life of the project.

*Please include a description regarding the training/workshops/events planned during the project phase. The recipient should budget for all costs, including in-person (if possible) event or workshop costs such as conference room, audio-visual costs, coffee breaks, lunch, water, supplies, materials and lodging. Please provide detailed descriptions of the training/workshop/event costs covered by the recipient.*

1. **Other Direct Costs**

*Please provide a brief description of the methodology used to determine the appropriate cost and provide a detailed breakdown.*

1. **Subaward/ Subcontract**

*Please include a description regarding any subaward/subcontract expenses during the project phase. If applicable, this may include expenses associated with a Zimbabwean organization or another implementing partner. If there will be a separate subaward/subcontract, please include a separate budget narrative and budget for the subawardee/subcontractor such that the work and corresponding costs for each partner is clearly described.*

1. **Indirect Costs (if applicable)**

*Please provide a brief description of your US Government approved Negotiated Indirect Cost Rate (NICRA), if applicable.*

*For organizations that do not have a US Government approved NICRA, please see the below options for including indirect costs:*

*De Minimis (nonprofits only): Organizations that have never received a NICRA may elect to use the de minimis indirect cost rate. For more information please see 2 CFR 200.414 (Indirect Costs) and 2 CFR 200.68 (Modified Total Direct Costs).*

*Entities without an approved NICRA can direct charge all costs based on a documented cost allocation methodology, which must be submitted to Save the Children as part of this application.*

Please see [YOUR ORGANIZATION] most current NICRA included as an annex to this cost application.