**FY24 Application Budget Narrative & Cost Allocation Plan**

Budget categories and line items from the ICASA budget template are listed below. Based on the budget instructions and the prompts inside the budget template, organizations are asked to explain their categories and applicable line items. Please list line items under each category and provide narrative and cost allocation method for each **line item**. If no funds are requested for the category enter N/A.

**There is no page limit or standard format, and you may include additional documents or spreadsheets within the attachment. The organization must be clear in the cost allocation plan, including calculations.**

On each Budget Narrative and Cost Allocation Plan document, the organization should label each document in the upper right-hand corner of the front page as “Budget Narrative / Cost Allocation Plan Attachment #\_\_”. All Budget Narrative/Cost Allocation Plan Attachments, regardless of format (ex. .pdf, .xls, .doc, etc.), must be combined into one file. This combined file will be the one uploaded into AmpliFund for the Budget Narrative.

**NOTES:**

·       If budget narrative document does not include a cost allocation plan/method, the plan/method must be submitted as an attachment. Any budget without a corresponding narrative AND cost allocation plan will require revisions and may impact the score of competitive funding applications.

·       In the budget narrative, provide a fringe benefit backup narrative and/or excel spreadsheet with a clear description of how the computation of fringe benefits was done. If a fringe benefit rate is not used, show how the fringe benefits were computed for each position.  Elements that comprise fringe benefits should be indicated. The narrative and/or excel spreadsheet should include FICA, workers' compensation, unemployment, health/dental insurance, retirement/pension, life insurance, LTD, STD, etc.

**FY 24 BUDGET NARRATIVE**

PERSONNEL

Salaries

Fringes

Contractual

Contractual Services

Consultant

Occupancy

Telecommunications

Training & Education

Miscellaneous/Other Program Expenses

TRAVEL

Transportation

Conference Attendance

SUPPLIES

Program

Office

EQUIPMENT

INDIRECT COST