**Built Environment and Policy Advocacy Fund (BEPAF)**

**Budget Narrative**

Please include the following in your budget narrative:

1. Personnel costs: Salaries/wages should be detailed for each individual (name/title/position) by either annual salary with % of time (or FTE) or number of hours and hourly rate. In addition, please only include personnel employed by your agency. Staff from partnering organizations, consultants and other contractors should be detailed in under “Subcontracts/Consultants/Contractors”.
2. Fringe benefits: Include numerical rate and description of components (e.g., health insurance, workers compensation, FICA, pension, etc.); OR attach most recent Negotiated Indirect Cost Rate Agreement (NICRA) if fringe rate is incorporated there.
3. Subcontracts/consultants/contractors: Please include other purchased services outside your agency and the justification and need for each along with rates/price, etc.
4. Other direct costs: Please provide justification and breakdown of each direct cost. Direct costs should be itemized in additional line-items as needed and not included as one lump sum. Typical costs might include rent, travel, communications, materials/supplies, facilities, translation services, etc.
5. Indirect costs: If your agency incorporates any costs into an overhead pool (which might be categorized as overhead, general and administration, indirect costs, etc.) you may similarly incorporate these costs as such into your budget. We anticipate that this would not be more than 10-15% of the total grant funds. However, indirect rates vary depending on what elements are included in the rate, and we are willing to explore the amount. This would involve a dialogue between the applicant and Prevention Institute about what is included in the proposed rate.
6. Percentage of your organizational budget: Please indicate what percent of your organization’s total annual budget this funding request represents.