



SOVEREIGN EQUITY FUND

Green Horizons Project Budget Guidelines

Terms:

- Budget Template: refers to the funding requests presented via spreadsheet
- Budget Narrative: refers to the funding request presented via narrative text

Access budget files here: www.sovereignequityfund.org/greenhorizons

- Budget Template: Applicants must use SEF's budget template.
- Sample Budget
- Sample Budget Narrative

Budget line items should only reflect funding requested from SEF for the project in the application. Do not list line items or funds for which you are not requesting, such as in-kind funds or funds from outside organizations being leveraged towards the project. Applicants are requested to itemize expenses related to categories of activities (e.g., salary lines, event costs, supplies, etc.) in their budget template and budget narrative. In the budget narrative, provide descriptive information concerning the items for which funding is requested. Please give sufficient detail to adequately discuss the budget items related to your project narrative.

Note on the Template:

The template contains rows for line items you may or may not use in your budget. Please add line items where needed and delete those that you do not need. We encourage you to use formulas to show your calculations. Please reach out for help with the budget as needed.

PERSONNEL COSTS

The personnel section covers salaries, wages, and fringe benefits for employees of the applicant organization who will contribute labor to the proposed project. In the budget template, create a line item for each staff member with the following information: job title, percentage of time devoted to the proposed project, total annual salary. If fringe is being requested, created a separate line under Personnel Costs for associated fringe costs (show the fringe rate). For the budget narrative, provide details on the role of each staff member in the project (note if the role is new or unfilled).

See example below:

Personnel Costs (Salary and Benefits)			
Natural Resources Manager Salary ... 10% of \$80,000		\$	8,000.00
Natural Resources Manager Fringe ... 20%		\$	1,600.00
All Personnel Costs	_	\$	9,600.00

DIRECT COSTS

Direct costs are expenses incurred for activities linked directly to the proposed project.

Events

The events section covers expenses related to meetings, conferences, or other events hosted by the applicant or other relevant entities in carrying out proposed grant activities. In the budget template, create line items for each event. Example line items include registration, facility rental, hospitality, supplies, A/V rental, trainer fees, virtual event production fees, etc. In the budget narrative, provide details on the purpose, location, format, and number of people involved in each event.

Travel

The travel section covers transportation, lodging, per diem, and other travel-related expenses for staff, consultants, and project participants. In the budget template, create line items for each component of travel (e.g., flight, hotel, vehicle rental) and list the cost. In the budget narrative, provide detail on each line item displayed in the budget template (e.g., the approximate number of trip(s), the destination(s) of the trip(s) and average projected costs for airfare, ground transportation/mileage, per diem, lodging).

Supplies

The supplies section covers individual items costing \$5,000 or less. In the budget template, create a line item for groups of supplies and list the cost. In the budget narrative, describe the relationship to the proposed project and cost.

Equipment/Capital Expenditure

The equipment/capital expenditure section covers individual items costing more than \$5,000, as well as major investments into physical assets (e.g., constructing a greenhouse). In the budget template, create a line item for each piece of equipment and list the cost. In the budget narrative, list the cost of the item(s) and describe the relationship to the proposed project.

Contractor/Consultant

The contractor/consultant section covers outside expertise hired to help implement or advise the proposed project, including sub-awards to other organizations. In the budget template, create a line item for each contract and list the cost. In the budget narrative, provide as much

information as possible regarding the contractor/consultant, including name of the individual, if known; type of contractor/consultant required for the project; expertise they will offer; hourly rate (or projected budget for services); and the number of hours projected.

Stipend/Honoraria

The stipend/honoraria section covers expenses for interns, apprentices, experts, and other non-employees/non-consultants working on project activities. In the budget template, create a line item for each stipend or honoraria. In the budget narrative, provide as much detail as possible regarding how stipends and/or honoraria will be managed, including the anticipated rate (per visit, per day, per 10-week period, etc.).

Publications

The publications section covers costs for creating and disseminating reports, books, magazines or other printed works. In the budget template, create a line item and list the cost. In the budget narrative, provide information on the purpose and expected distribution audience.

Other

The other section covers other expenses not reflected in the categories above, such as:

- a. **Communications** – Advertising, mailings, and telephone/internet charges.
- b. **Service or Maintenance Contracts** – If equipment is used for the project, project costs can include a percentage of costs for the maintenance of equipment related to the percentage of use for the project.

See example below:

Direct Costs		
Events		
Training Session #1 ... room rental with A/V	\$	500.00
Training Session #1 ... refreshments (\$12/ea) for attendees (25 ppl)	\$	300.00
Training Session #2 ... tent rental with tables & chairs	\$	500.00
Training Session #2 ... refreshments (\$12/ea) for attendees (25 ppl)	\$	300.00
Travel		
Mileage to Training Session #1 ... \$.70/mi x 40 miles x 2 ppl	\$	56.00
Mileage to Training Session #2 ... \$.70/mi x 80 miles x 2 ppl	\$	112.00
Supplies (up to \$5,000)		
Heavy duty metal fence posts ... 400 x \$12/ea	\$	4,800.00
Heavy duty post driver ... 4 x \$145/ea	\$	580.00
High tensile barbed wire ... 20 units of 1,320 ft x \$55/unit	\$	1,100.00
Equipment/Capital Expenditure (greater than \$5,000)		
Side-by-side ranger for fence building	\$	14,500.00
Contract/Consultant		
Rotational grazing expert for training sessions	\$	3,000.00
Stipend/Honoraria		
Stipend for ranchers to participate in training ... \$50/ea x 20 ppl	\$	1,000.00
Printing/Publications		
None		
Other		
None		
All Direct Costs	\$	26,748.00

INDIRECT COSTS

Indirect costs cover expenses related to administrative, finance, and human resources staff; rent; utilities; phones; internet; office supplies; insurance; accounting/bookkeeping fees; audit fees; and related expenses. The maximum indirect rate allowed in this process is 15% of Personnel and Direct Costs.

- Identify an indirect rate up to 15% (max)
- Indirect costs = Rate * (All personnel costs + All direct costs)

Reminders:

- Applicants may use more restrictive rules for indirect calculation if their organization requires them (e.g., no consultant fees or equipment costs allowed when calculating indirect costs), but they may not use more permissive rules.

See example below:

Indirect Costs	
<i>Using 10% indirect rate</i>	\$ 3,634.80

UNALLOWABLE COSTS

Unallowable costs include:

- a. Alcoholic beverages
- b. Entertainment
- c. Grant application costs
- d. Rent for grantee-owned facilities, unless charging rent is the standard operating procedure for the grantee

Note: Meals are allowed only when they are a critical part of the event.

REQUEST AMOUNT ALLOWANCE

For grants that require an exact budget request amount, you may use a miscellaneous line item to cover up to \$20 of funding to reach that exact budget amount.