IFLA Budget Narrative Worksheet

Purpose: The IFLA Budget Narrative Worksheet should be used as a resource to assist you in the presentation of your budget and must be used to submit your budget justification information. You may submit your organizational budget and proposed IFLA project budget in an Excel worksheet or in the format of your choice. The budget narrative must provide detailed information about quantities and dollar figures as well as a justification and rationale for why each item is necessary for completion of IFLA related activities. Any category of expense not applicable to your budget may be deleted. Any cost share for activities (either in kind or cash) should be explained in the budget narrative either collectively under the 'other' category or by expense type. NOTE: Indirect costs will not be provided.

A. Personnel - List each IFLA-funded position by title. Show the annual salary rate and the percentage of time to be devoted to IFLA related activities. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

IFLA proposed positions:	***# of Staff / Salary / FTE***	***Justification***	***Line Item Sub-Total***
Sub-total			$ .00

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Fringe Benefits:	***# of Staff / Salary / FTE***	***Justification***	***Line Item Sub-Total***
Sub-total			$ .00

C. Travel – Itemize travel expenses of project personnel by purpose (e.g., staff training, depositions, meetings, etc.). Show the basis of computation.

Travel	***# of Staff / Salary / FTE***	***Justification***	***Line Item Sub-Total***
Sub-total			$ .00

D. Equipment - List non-expendable items that are to be purchased. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project.

Equipment	***Itemize***	***Justification***	***Line-Item Sub-Total***
Sub-total			$ .00

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items). Please show the basis for computation.

Supplies	***Itemize***	***Justification***	***Line Item Sub-Total***
Sub-total			$ .00

F. Occupancy- As a rule, office relocation costs are not allowable. However, costs associated with occupancy for IFLA-sponsored positions are allowable. Please provide detailed information about existing office costs.

Occupancy	***Justification***	***Amount***	***Line Item Sub-Total***
Sub-total			$ .00

G. Consultant Fees: For each consultant, enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of $800 per day require additional justification.

Contractual Fees:	***Rate per hour/day/unit***	***Justification / Services Provided***	***Line Item Sub-Total***
Sub-total			$ .00

H. Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees.

Contractual Fees:	***Rate per hour/day/unit***	***Justification***	***Line Item Sub-Total***
Sub-total			$ .00

I. Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost.

Contracts	***Justification***	***Line Item Sub-Total***
Sub-total		$ .00

J. Other Costs- List any other expense listed in your IFLA project budget by major type and the basis of the computation.

Other Costs	***Justification***	***Itemize***	***Amount***	***Line Item Sub-Total***
Sub-total				$ .00