**DVP Project LINE ITEM BUDGET & BUDGET NARRATIVE Guidance**

**LINE ITEM BUDGET & BUDGET NARRATIVE**

*Once you have drafted the detailed information for your goals, objectives, and project activities you will have the foundation for your budget request. You will now need to assign corresponding dollar amounts to staff positions and activities.*

* ***LINE ITEM BUDGET***

*You will include a line item budget for all expenditures identifying reasonable and allowable costs necessary to accomplish the goals and objectives as outlined in the project narrative. The line item budget should match the scope of work in the project narrative. Applicants are to submit a budget and budget narrative for* ***Project Year 1 only****.*

*Within the Grants.gov application, all applicants are provided the “****SF-424A, Budget Information – Non-Construction Programs****” to use to develop the line item budget.*

*Look back through the proposal for all personnel and non-personnel items, listing not only the NEW COSTS, but also those ONGOING COSTS that will be incurred if the project is funded. It is important to be realistic about the size of your project and its budget. Be certain that the expense estimates are neither too low nor too high. If you choose to include IDC in your budget, make sure to include your indirect cost rate (IDC) in your project budget. You will also be required to submit the current IDC agreement paperwork with your application submission as a separate attachment.*

* ***BUDGET NARRATIVE (JUSTIFICATION)***

*The budget narrative is required for each proposed project and provides justification for the cost of all items listed in the line item budget. In this section you must explain the proposed costs in a narrative format on a separate page from the line item budget. Applicants are to submit a budget and budget narrative for* ***Project Year 1 only****.*

*Consider contacting your Tribal Finance Office or organization Finance Officer for assistance and guidance on the budget and budget narrative.*

*The Budget Narrative section should be single-spaced and* ***should not exceed 4-pages****.*

*For additional guidance for developing this section, please see the notice of funding opportunity you are applying for, Section V.1E – Application Review Criteria, Evaluation Criteria – Budget and Budget Justification. This section will provide more information on how this portion of the application will be evaluated and scored.*