

# Required Budget Narrative Checklist for Producer Grant Proposals

(form updated January 2023)

**\*\*In the Budget Narrative, you must explain why each cost in the budget is needed to complete your Project. \*\***

## PERSONNEL (LABOR): People working directly for you

- Position or Name
- Salary & basis for this salary (i.e. Hourly rate; etc.)
- Length of time expected to work
- What will they be doing?

## FRINGE BENEFITS (if applicable)

- Provide Total allowable fringe benefits  
Salary x % Rate = Benefits

## TRAVEL

All travel expenses associated with this request must be shown in budget narrative.

- How does this travel relate to your project goals/ activities (**required**)
- Destination – if known
- Mileage – Maximum rate is \$0.655/mi.
- Lodging - # of nights, # of people, Lodging cost
- Daily Per Diem-Rate for Meals; for current rate see: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)
- \*International Travel is NOT ALLOWED\***

## MATERIALS & SUPPLIES

- State how each Material/Supply relates to the project.
- List Items and Cost

## OUTREACH

- Field Days, Workshops, Educational Brochures, Fact Sheets and other outreach activities.  
**\*\*\* Producer Grants cannot have lunches or other full meals at field days or large gatherings. \*\*\***  
**No Breakfast is allowed on any Grant.**

**Field Days & Workshops** – includes costs of holding a field day or workshop. (e.g. Rental of facilities, cost of refreshments, equipment or supplies needed for the field day or workshop, and any other expenses associated with the preparation and execution of educational field days or workshops.) **Provide full details** in the budget narrative. Any purchases of refreshments must be itemized and justified in the budget, the cost must be reasonable, and the justification must explain the estimated cost per person and why these items are necessary for the project. **Also, must show expense is for the continuity of the meeting; that meeting will be held at a remote location; and includes non-UGA employee participants.** Lunches or other full meals are not allowed.

## PRINTING OF BROCHURES

- List each Item and Cost  
Includes costs associated with printing and distribution of educational fact sheets or brochures relating to the project and sustainable agriculture.

## MISCELLANEOUS ALL OTHER DIRECT COSTS

- Direct project charges not included in other categories. Description and cost must be included in budget narrative for each item.

### Some examples of direct charges include:

**Communications** – mailings, postage, faxes, telephone (must be justified as it relates to the project)

**Photocopying** – in-house copying (not commercial printing) for **materials associated to the program.**

**Service Maintenance** – Maintenance contracts in direct correlation to use of equipment for the project (e.g. 50% use of equipment for project, 50% of service contract applied to budget costs).

**Honorariums** – Provide recipient information (if known) or number expected, reason for need, and fee associated with the honorarium.

**Consultants:** Persons or Entities who provide advice for the project – Provide the name & organization of the consultant, a statement of work, funds being charged to the project. Also provide a copy of the resume or vita.

**Fee for Services** – A fee for services is the cost of professional services by nonemployees of the lead institution/organization required for a project that is beyond the scope of the work the grant recipient can perform or provide. Fee for services covers work that is needed for the project, but the professional performing the work or skill is not actually working on the project.

Examples of fee for services include: lab/data analysis, survey development, graphic design, videography/photography, transcription.

When listing fee for services in the budget narrative:

- Determine the cost of the service (per hour, flat rate, etc.);

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- Provide the nature and scope of the service in relation to the project;
- Provide the qualifications of the individual/group rendering the service;
- Provide the fees charged by the individual/group for the service to be performed.

\*Note: If there is something you wish to budget but have concerns regarding budget placement please contact me for assistance. Please contact Jami Sealey at 770-467-6083 or by email at [jsealey@uga.edu](mailto:jsealey@uga.edu)