

(Insert Name of Organization)

**EXPLANATORY BUDGET NOTES
FOR (insert name of program)
RFA NO: (insert RFA No)**

(Insert Date)

1. Introduction

The following are explanatory budget notes for *(insert the name of the organization)* which explain the budget requested in RFA No *(insert RFA number)*.

2. Budget Structure and Cost Assumptions

(Information to include here would be: Period of performance, exchange rate information (if applicable))

I. Salaries and Wages

(Information to include here would be: list of key personnel proposed, explain briefly why the staff proposed are needed, etc.)

II. Fringe Benefits

(Information to include here would be: explanation of benefits proposed)

III. Consultants

(Information to include here would be: brief explanation of the reason the consultants are needed and if TBD consultant is listed where the proposed daily rate came from)

IV. Travel and Transportation

(Information to include here would be: brief explanation of the reason for the trips, where the per diem rates (meals and lodging) came from, the number of days per trip, etc)

V. Training

(There is no need to include a description about this b/c the detailed training budget will include this)

VI. Other Direct Costs

(Insert Date of Submission)

(Information to include here would be: brief explanation of where the proposed rates for the other direct costs came from, rationale for any one time/lump sum costs, etc. For example, if you included vehicle maintenance costs you would explain where the amount budgeted came from; historical information, estimates from a mechanic, etc.)

VII. Equipment (unit price under \$500 USD)

(Information to include here would be: brief explanation of the reason the equipment proposed and where the base rates have come from.)

VIII. Equipment (unit price over \$500 USD)

(Information to include here would be: brief explanation of the reason the equipment proposed and where the base rates have come from.)