



**BUDGET NARRATIVE**

This document is available on the Department’s Republic of Palau Grant website at: <https://www.ed.gov/grants-and-programs/formula-grants/rural-insular-areas/republic-of-palau-grant>

The “Budget Narrative” must demonstrate alignment with the corresponding “Project Narrative.” Show a clear alignment to the proposed budget and explain how the budget for the supplemental project supports the achievement of the project’s identified goals (connect to the “Budget Narrative” line items).

1. PROJECT TITLE:				
BUDGET SUMMARY PAGE				
BUDGET CATEGORIES	INDIRECT COSTS	FY 2025 CARRYOVER FUNDS SUBTOTALS	FY 2026 FUNDS SUBTOTALS	TOTALS
2. Personnel Salaries, Wages, & Fringe Benefits				\$ -
3. Travel				\$ -
4. Equipment				\$ -
5. Supplies				\$ -
6. Contractual (Purchased Services)				\$ -
7. Other				\$ -
Indirect Cost Rate:	Subtotal	\$ -	\$ -	\$ -
			<b>Grand Total:</b>	\$ -

- ✓ After completing all 7 “Budget Narrative” worksheets, we strongly recommend that the applicant review the totals from each worksheet to ensure that the amounts match what is listed in the Budget Summary direct costs columns.
- ✓ Where there are discrepancies, the applicant must correct the errors prior to submitting the application. **Please be sure to thoroughly review the “Budget Narrative(s)” for accuracy prior to submitting the application.**
- ✓ **The total amount of funds outlined in all combined Project and Budget Narratives should not exceed the amount of funds available for FY 2026. Amounts of funding, equipment, personnel, etc. should be consistent between the Project and Budget Narratives. Do not include State and/or Local funds in the worksheets.**

Other - Indirect Cost Rate: Identify the indirect cost rate (if the applicant will charge indirect costs to the grant). The applicant must include its indirect cost rate in the box at the bottom left hand side of the worksheet. However, the indirect cost rate will not cause amounts to auto-populate in the Indirect Costs column. Instead, applicants must **manually calculate and enter** the amounts for the indirect costs. This is because each applicant will have an individual indirect cost rate.

**NOTE:** All budget costs must be allowable – i.e., they must be necessary and reasonable, allocable to the program, and adequately documented (2 CFR 200.403). They should also be clearly aligned with the “Project Narrative.”









