**F5SMC Budget Request & Budget Narrative Overview-20250417\_143434-Meeting Recording**

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Hi, my name is Michelle Blakely.
I'm the deputy director at first five San Mateo County.
Today I'll provide a brief overview or a budget and budget request forms and some helpful tent hints to remember as you're completing your budget forms for the proposals.
Our budget request and budget forms are included and required as attachments when you submit proposals.
And it is an excel.
Book.
So there's two tabs, one for the budget request form and one for the budget narrative.
Makes it easy to complete both and have in one document.
The budget request form is pretty straightforward.
We've been using this form for several years and we find that it provides a way of better tracking and providing a description of your program and services.
That you're submitting in your proposal.
The budget request form you'll notice.
Has general information at the top about your agency.
Name the name of your project, the date of submission, and the amount of the request.
You'll notice that the form has several columns in particular.
There's a column for you to identify the amount of the request for the particular line item. The amount of the request for first five funds. It includes the second column if you're leveraging or blending funding that supports.
The first five funding for particular line item, and then there's a third column that you combine the two for the total program costs.
All of these columns are important for you to complete to tell the complete picture of what you're proposing in your proposal and the services that you're providing.
The budget narrative forum includes sections that you might imagine.
The first section is personnel.
There's a column for you to delineate Ftes.
There's also a section for you to include benefits.
If you're going to be including that in your budget.
All of this information is helpful and required and should be linked to what you're proposing in your scope of work and in your proposal.
The other section of the budget includes operational costs, operational expenses.
And there's some budget line items that are delineated in the form you might see rent and utilities, telephone and communications. Those are just suggested line items.
And typical line items that we see in budgets, feel free to adjust those.
To match what you're asking for and what you're going to be providing in your proposal and your services.
Again, those columns are important in terms of what you're requesting for first five. If you're leveraging any of those.
And the total program costs?
In the operational section is where you will include any line item expenses relative to subcontractors or consultants. If you have a subcontractor and a consultant in the line item cost is more than $25,000, you will need to include an additional budget request and budget NAR.
Form delineating the cost for that subcontractor.
Or consultant.
So $25,000 and above.
You'll see the next session on the form is for capital expenditures.
We typically do not see a lot of requests for those.
But it is there in the case the rare case that a capital expenditures are being proposed.
And then the final section next to the final section is for indirect costs.
We're happy to say we have a change in our indirect cost rate typically.
Over the last years, our indirect cost rate has been 12%.
It is now being increased to 15%, so you may if needed.
I'm sure you will.
There's 15% indirect cost rates on what you're proposing for your budget.
To calculate the indirect cost rate, you will have your total budget and you will back out any subcontractor consulting costs.
Or if you're doing any pass through incentives or stipends, so you would remove those two costs, have the total from that and apply 15%.
Also at the bottom of the budget request form, there's a section for you to include information on leverage funds.
Any additional grant monies that will support what you're proposing and for you to enter information around in kind support.
You can include funds that are secured for funds that you're currently in the process for securing. This helps to really better understand.
The context of where.
This project you're proposing fits into the funding landscape.
The budget narrative form.
Provides more space and detailed information for what you're proposing in your budget request.
So feel free to add as much information or the least amount of information that you think is needed to clearly understand your justification for your budget line items. So formulas, description of services.
This will help to really understand.
What you're proposing in your scope of work.
And how you're proposing in your budget proposal fits with the budget, connects with the budget.
These two forms are linked.
The formulas are there, but sometimes when you download forms, formulas get wonky.
So just double check to make sure that your math is correct on the budget request form and also in the budget narrative form.
And as typical signatures are required.
For who's preparing the budgets when you're submitting those?
So recap, these are some of the questions we've gotten over the years.
That may be helpful. I've mentioned these.
So in particular, you may have subcontractors if they're $25,000 and above, you will submit an additional budget request and budget narrative form to delineate the costs associated with that line item.
We really encourage you to show leverage and blended funding if it supports this particular proposal and what you're proposing in services, you can delineate that in the budget request column and also at the bottom of the form.
We are also updating our indirect cost rate to be 15%.
And that matches currently. What other funders are doing. I think the average is between 10 and 15% and we were really happy to increase ours to 15%.
I do want to make mention that indirect cost rates.
Apply to support for programs across your agency.
So if you're proposing a specific administrative support personnel person or FTE that goes into the personnel section of the budget, we do not do cumulative administrative costs percentages.
So these are just a few tips and questions we've gotten over the years.
The budget request forms and budget narrative forms are there.
And we really look forward for you to you to submit your proposal and really want to thank you for the work that you do for the children and families in the county. Thank you.

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