How to Prepare Your Project Budget

For Projects Awarded Prior to FY 2016

Download the official NHPRC Budget Form. Save a copy of the form to your local hard drive or network.

Applicants should review the relevant NHPRC Grant Opportunity announcement for particular cost-sharing requirements, the kinds of funding available, and any restrictions on the types of costs that may appear in the project budget. Your budget should include the project costs to be charged to grant funds as well as those supported by applicant or third-party cash and in-kind contributions.

All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to written policies and established practices of the applicant organization.

The NHPRC Budget form calculates some, but not all, of the values in the budget. You may copy and paste values from a desktop calculator, and from one field to another within the form to ensure accuracy.

Budget Form

Complete the top of the form with the name of the Project Director and the Organization applying.

Input the dates of the requested grant period for your project. Grant periods being on the first day of the month and end on the last day of the month. All project activities must take place during the requested grant period.

Projects with grant periods up to 18 months should show total expenses in each of the categories under Section A - Year#1. If the proposed grant period is 18 months or longer, project expenses for each 12-month period must be developed and listed separately. You may need to fill some fields with zero until the data from all pertinent periods are entered.

SECTION A

Complete the beginning and ending dates for this project period.

Complete each line of each budget category as necessary. You should distribute the costs among NHPRC (column a) and Cost Share (column b) and input the Total (column c). The subtotals for each of the categories are auto-filled.

If there is insufficient space for all of your budget lines in any category, create a budget overflow document (name it BudgetAttach.pdf) and attach it directly after the NHPRC Budget Form on the Attachments Form. Your budget overflow form should be a table or a series of tables; it may be created with a word processing or spreadsheet program, but it must be converted to PDF before it is attached. The table should replicate the form for each relevant category and be clearly labeled with the budget period and category. Reserve the last line in the category for the sum of the lines listed in the Budget Overflow. (For example, if a category on the Budget Form has 6 lines, but you need 7 or more, enter the first 5 lines on the Budget Form and enter the sum from the Overflow on the line 6 with the note: See Overflow Document. This is necessary to ensure that totals on the Budget Form include the figures on the Overflow form.)

Total Direct Costs are calculated (the sum of subtotals of categories 1 through 7) automatically.

Total Indirect Costs are overhead costs incurred for an organization's common or joint objectives which cannot be readily identified with a specific project or activity. Typical items of indirect costs are salaries of an organization's executive officer, costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services. Indirect costs are computed by applying a percentage rate to a distribution base (usually the direct costs of the project).

Care should be taken that expenses included in the organization's indirect cost pool are not charged to the project as direct costs.

The NHPRC does not require formal negotiation of an indirect cost rate, provided the charge for indirect costs does not exceed 10 percent of direct costs, up to a maximum of $5,000 per year. (Applicants who choose this option must maintain documentation to support overhead charges claimed as part of project costs.) If you choose this option, select the fourth option under Indirect Costs and enter the appropriate rate under Item B.

The NHPRC will recognize other indirect cost rates already negotiated between its applicants and other Federal agencies. Choose the first, second, or fifth option under Indirect Costs and complete Item A and B, as necessary.

Total Project Costs are calculated (the sum of Items 8 and 9) automatically.

SECTION B

The Summary Budget is auto-filled with data from each of the completed budget periods.

In the Requested section under Project Funding for Entire Grant Period, please be sure that you have not exceeded the percentage available from the NHPRC, usually up to 50 percent of total project costs, for the particular Grant Opportunity announcement. Check that the amount equals the total of NHPRC funds requested on Section A of the form and on the SF424.

Budget narrative (optional)

If needed, prepare a brief supplement to the narrative explaining projected expenses or other items in the financial information provided on NHPRC's budget form. The budget narrative may be single-spaced and included with other attached documents.