

Thank you for applying to the **New Jersey Audubon Watershed Restoration and Community Empowerment Program**.

The staff at New Jersey Audubon are here to assist you in your application, so we encourage you to book a **Strategy Session** with **Kelly Wenzel, Program Manager** with any questions, concerns, clarifications or just to brainstorm. We will be holding several information sessions to help get you started. Please check our **Resource Hub** for the latest information.

In addition to this form, you should also complete the **Online Application** and carefully follow the directions for uploading this and all other support documents. We know it's a little confusing, but we want to make sure all of your data is uploaded safely and securely.

The following tabs are **REQUIRED** for completion: **Project Budget, Budget Narrative, Project Work Plan and JEDIA Information**. The Budget Explanations and MTDC Calculator are yours for reference.

Thank you! We look forward to reading your proposals!

Please save this document as **2024\_org abbr\_Packet** according to the Upload Instructions. Thank you.

[Kelly Wenzel, Program Manager](#)

[Book a Strategy Session](#)

[Resource Hub](#)

[Online Application](#)

**This document may be used for reference only.  
Please submit your application packet using the  
Excel document as per the instructions in the RFP.**

**Thank you,**

**Kelly Wenzel  
Program Manager**



Subtotal \$0.00

Gasoline - per gallon	Purpose/Destination	Unit Cost	Quantity	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Subtotal				<u>\$0.00</u>

Per Diem (M&IE) - per day	Purpose/Destination	Unit Cost	Quantity	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Subtotal				<u>\$0.00</u>

Lodging - per night	Purpose/Destination	Unit Cost	Quantity	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Subtotal				<u>\$0.00</u>

Per Diem (no M&IE) - Per Meal	Purpose/Destination	Unit Cost	Quantity	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Subtotal				<u>\$0.00</u>

**TOTAL TRAVEL** \$0.00

**EQUIPMENT**

Item Name	Description	Unit Cost	Quantity	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

**TOTAL EQUIPMENT** \$0.00

**MATERIALS AND SUPPLIES**

Item Name	Purpose	Unit Cost	Quantity	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

**TOTAL MATERIALS AND SUPPLIES** **\$0.00**

**CONTRACTUAL SERVICES**

Subcontract/Contract - Per Agreement	Contractor Name	Description	Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

**Subtotal** **\$0.00**

Subgrant - Per Agreement	Subrecipient	Description	Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00

**Subtotal** **\$0.00**

**TOTAL CONTRACTUAL SERVICES** **\$0.00**

**OTHER DIRECT COSTS**

Type	Purpose	Unit Cost	Quantity	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

**TOTAL OTHER DIRECT COSTS** **\$0.00**

**INDIRECT COSTS**

<b>Explanation of Modified Total Direct Cost Bast (MTDC)</b>	<b>Rate Type</b>	<b>\$MTDC</b>	<b>Rate (%)</b>	<b>Total</b>
MTDC means all direct salaries and wages, applicable fringe, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. (MTDC Calculator)	De Minimus - Use this rate if you do not have a Negotiated Indirect Cost Rate Agreement (NICRA).		10.00%	<b>\$0.00</b>
	NICRA			<b>\$0.00</b>
<b>TOTAL INDIRECT COSTS</b>				<b>\$0.00</b>
<b>TOTAL PERSONNEL</b>				<b>\$0.00</b>
<b>TOTAL NON-PERSONNEL</b>				<b>\$0.00</b>
<b>TOTAL PROJECT COST</b>				<b>\$0.00</b>

**NJ Audubon Watershed Restoration and Community Empowerment Program  
PROJECT BUDGET NARRATIVE**

In the boxes below, please give a detailed explanation and justification for each expense. Please explain how the costs associated with each line item or category relate to the implementation of the project as outlined in the proposal being submitted. Narratives should be written in such a way that someone not familiar with the project can conceptually understand the rationale, purpose and calculation of the anticipated costs identified by line item. Narratives should be concise and describe line items in 1-3 sentences.

		<u>Budget Amount Requested</u>	
		<u>Category</u>	<u>Line</u>
<b>PERSONNEL</b>		\$0.00	
<b>Personnel</b>			
<b>TRAVEL</b>		\$0.00	
<b>Domestic Airfare - per flight</b>			\$0.00
<b>International Airfare - per flight</b>			\$0.00
<b>Mileage - per mile</b>			\$0.00
<b>Gasoline - per gallon</b>			\$0.00
<b>Per Diem (M&amp;IE) - per day</b>			\$0.00
<b>Lodging - per night</b>			\$0.00
<b>Per Diem (no M&amp;IE) - Per Meal</b>			\$0.00

<b>EQUIPMENT</b>		\$0.00
Equipment		
<b>MATERIALS AND SUPPLIES</b>		\$0.00
Materials and Supplies		
<b>CONTRACTUAL SERVICES</b>		\$0.00
Subcontract/Contract - Per Agreement		
Subgrant - Per Agreement		
<b>OTHER DIRECT COSTS</b>		\$0.00
Other Direct Costs		
<b>INDIRECT COSTS</b>		\$0.00
Indirect Costs		
<b>Total Request</b>		<b>\$0.00</b>

\$0.00

\$0.00







**EXPLANATION OF BUDGET CATEGORIES**

Category	Line Item	Explanation	Instructions
Personnel	Salary	This includes salary for anyone who is an employee of the Affiliate or who is key to planning, managing, or implementing your project. This does not include the salary of anyone who is just participating in an event/project. Together with "Fringe," this will make up your Personnel line item. In your budget explanation, show the anticipated days and daily rate (or hourly) each individual will spend on the project.	Identify and itemize each individual employee/staff member of your organization working on the project, their name, and position/job title in individual line items. Input gross annual salary in whole dollars. Hourly rates based on 2,080 hours per year (40 hours per week for 52 weeks). Enter a description of the work to be completed by each position budgeted for the project and how the work of each position will support the purpose and goals of the overall project.
	Fringe	This is the rate of benefits for those individuals included in the salary calculation. In your budget explanation, please indicate the percentage of salary basis for determine the value of fringe benefits.	Enter the fringe rate (if applicable) to be applied to each staff member working on the project. Enter fringe rate as a percent, not a decimal.
Travel	Airfare	Flights must be reasonable for the distance traveled. Airfare costs must be the least expensive price, unless that requires travel during unreasonable hours, an excessive number of layovers, or does not meet medically-required accommodations. Baggage costs may be included. Economy class, round trip air fare rates only.	This category includes travel costs only for individuals included in your salary calculation. Travel costs for participants attending an event as part of your grant should go in the "Other" section. In your budget explanation, you may include allowable travel costs, as noted below, based on current estimates, which must be itemized (such as "Airfare for 3 people to attend planning meeting, at average rates of \$400 per flight for in-state travel"). Itemize each type of travel requested in the appropriate travel subcategories. Do not combine trips together into a single lump sum that covers multiple travel types. If travel to multiple locations is required, each destination should have their own line item under each applicable travel subcategory. Specify the purpose and destination for the travel item, unit type, and the quantity of units requested. Budget items using the basis as described next to budget subcategory. For example, "Domestic Airfare" should be budgeted on a "Roundtrip Flight" basis. In addition to this criteria, the subcategories including Rental Cars, Lodging, Meals must include the days/duration of the trip in order to complete these sections. Briefly describe the purpose of the travel and the assumptions (including destinations, if applicable) used in estimating the cost of all travel that the applicant is paying for directly. If travel destinations have yet to be determined, please indicate so in budget and narrative and explain the basis for cost estimates (previous projects experience, recent searches, etc.).
	Mileage/Ground Travel	Any miles driven in a personal vehicle to or from an event, airport, or carpool meeting place can be included in your budget, as can fees for taxis, Lyft, Uber, shuttles, other ride-sharing services, and public transit options. Your budget explanation should reflect the number of people, number of rides, and average rates used to calculate your costs. Budget figures should be estimated using the 2024 IRS rate (\$.655/mile). Rental vehicles and gas are reimbursable, but you cannot additionally charge for mileage. Your budget explanation should reflect the reason for the rental and the estimated costs based on a actual rates.	
	Gasoline	Gasoline used to power machinery or other equipment no being reimbursed under ground transportation. This should be calculated in average cost per gallon. Your explanation should include how the machinery will be used to complete the project.	
	Per Diem M & IE - Per Day	Meals and Incidental Expenses - per day. Visit <a href="https://www.gsa.gov/mie">https://www.gsa.gov/mie</a> for allowable costs. Please use the rates as designated per the city in which you are visiting.	
	Lodging	Visit <a href="https://www.gsa.gov/mie">https://www.gsa.gov/mie</a> to estimate lodging costs. Please use the rates as designated per the city in which you are visiting.	
	Per Diem (no M & EI) - Per Meal	Estimated costs for meals, excluding alcoholic beverages, on days traveling to and from an event or meeting may be included in your budget. Use anticipated real costs for meals indicated.	
Equipment		Tangible property having a useful life of more than one year and a per-unit acquisition cost of \$5000 or more. Items not meeting this criteria should be itemized in the Materials and Supplies category of the budget. Existing equipment already owned by the applicant should not be included. Equipment that will be rented should be included in Other Direct Costs.	Itemize each piece of equipment to be purchased for this project in their own line item. Identify the item name, the quantity of items budgeted for purchased, and the unit cost for each. State the intended purpose of each item as it relates to project goals, and how the estimated costs were determined. Equipment costs should only include the costs to purchase new equipment needed to complete the project. If available, please upload equipment quote during proposal submission.
Supplies		Supplies are tangible items valued at less than \$5,000 per item that you're using as part of your grant project. These might include food and drinks purchased at a grocery store or similar retailer, small printing and copying jobs, and expendables such as flip charts. Any food items purchased through a catering company or restaurant, where a contract is in place, would be included under "Contracts," as would costs for printing something like a journal or other publication that would likely have a contract associated with it.	Itemize each item to be purchased for the project. Identify the item name, the purpose as it relates to accomplishing project goals, and the unit of measure being used. Specify the quantity and unit cost for each item. Briefly describe requested supplies and their intended purpose in relation to project goals. Quantities may be estimated if not known at the time of applications, but provide a basis for this estimate in the narrative i.e. past projects of similar scope and size. Routine materials/supplies for your organization's operational needs should not be included here, only those specific to the project.
Contractual Services	Subcontract/Contract - Per Agreement	This section is for any contracts you have with service providers, facilitators, or other collaborators who are not considered part of your salary team, but are more than participants in your event or project. If you are renting a space to conduct a training or meeting, it would be considered a contract.	Select the appropriate agreement type: subgrant or contract. Itemize each contractual services cost budgeted for this project per agreement. DO NOT LUMP MULTIPLE SUBAWARDS INTO ONE LINE ITEM. If you have not identified the specific contractor or subrecipient who will be conducting the required work, input "TBD" in the Contractor/Subrecipient Name box. For each Subgrant or Contract, briefly describe the associated activities, scope of work or services to be provided and how the costs were estimated.
	Subgrant - Per Agreement	This is a transfer of programmatic responsibility to another organization, with measurable performance goals related directly to the primary award.	
Other Direct Costs		This category should contain items such as equipment rental, conference fees (facility rental, honorariums, and other participant costs) ad hoc services (sampling, waste removal), stipends, printing cost and shipping/ mailing fees.	Itemize any additional costs that do not appropriately fit within any budget category listed above. Identify the item name, the purpose as it relates to accomplishing project goals, and the unit of measure being used. Specify the quantity and unit cost for each item. Enter a brief description of each budgeted cost item explaining the need for each item how it will further the objectives of the project, and how the cost estimation was determined.
Indirect Costs		The federal government has determined that a de minimus 10% indirect rate is an acceptable minimum for organizations with out a Negotiated Indirect Cost Rate Agreement (NICRA). Please use the MTDC Calculator tab to assist in figuring this number. MTDC means all direct salaries and wages, applicable fringe, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.	Indirect Costs are incurred for a common purpose, benefiting more than one objective project, or program, and cannot be easily assignable to the outcome, project or program specifically attaining the related benefits. If you are including indirect costs in your budget request, please provide a narrative description identifying what the indirect request will be supporting (e.g., CEO salary, rent for lab space central to project site, etc.). Indirect cost narratives should include a statement of whether the applicant has ever had a NICRA. If the applicant has a NICRA, it shall include supporting documentation. Budgets without narrative descriptions for indirect costs may be rejected and/or returned to the applicant for further details and clarification.



## INDIRECT COST CALCULATOR (v2019)

**THIS TOOL IS BEING PROVIDED TO ASSIST APPLICANTS WITH CALCULATING THE ALLOWABLE INDIRECT COSTS APPLICABLE TO THEIR PROPOSAL'S BUDGET. USE OF THIS TOOL IS OPTIONAL. VERSIONING AND CONTENTS ARE SUBJECT TO CHANGE AT ANY TIME. AS SUCH, REFER TO THE WEBSITE FOR THE MOST RECENT VERSION OF THIS TOOL. NFWF WILL EVALUATE ALL BUDGETED INDIRECT COSTS BASED ON THE POSTED INDIRECT COST POLICY.**

**1. ENTER THE VALID INDIRECT COST RATE AND THE PROPOSED BUDGET AMOUNTS (IN USD) FOR EACH CATEGORY IN THE YELLOW CELLS BELOW.**



INDIRECT COST RATE 10.00%

TOTAL SALARIES	\$0.00
TOTAL BENEFITS	\$0.00
TOTAL EQUIPMENT	\$0.00
TOTAL CONTRACTUAL SERVICES:	\$0.00
Subaward 1	\$0.00
Subaward 2	\$0.00
Subaward 3	\$0.00
Subaward 4	\$0.00
Subaward 5	\$0.00
Subaward 6	\$0.00
Subaward 7	\$0.00
Subaward 8	\$0.00
Subaward 9	
Subaward 10	
Contract 1	
Contract 2	
Contract 3	
Contract 4	
Contract 5	
Contract 6	
Contract 7	
Contract 8	
Contract 9	

BASE
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-

**2. SELECT "YES" TO EXCLUDE EACH CATEGORY TYPE FROM THE INDIRECT COST BASE CALCULATION PER THE COLORED BOXES BELOW. Refer to your organization's NICRA or MTDC to make the appropriate selection.**



Base Exclusions:	
No	Salaries
No	Fringe
No	Equipment
Yes	Contractual Svcs> 1st \$25K of each subaward
No	Contractual Svcs> 1st \$100K of each subaward or contract
No	Total Contractual Svcs
No	Supplies
No	Travel
No	Patient Care Costs
No	Rental Costs
No	Tuition
No	Scholarships/Fellowships
No	Participant Support Costs (Univ)
No	Other ODCs

★  
**NOTE:**  
SELECT "YES" FOR ONLY ONE "CONTRACTUAL SERVICES" OPTION, IF APPLICABLE, TO AVOID ERRORS.

THE DEFINITIONS FOR BASE, MTDC AND NICRA CAN BE FOUND IN NFWF'S POSTED INDIRECT COST POLICY.

Contract 10		-
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	\$0.00	-
<b>TOTAL TRAVEL</b>	\$0.00	-
<b>TOTAL OTHER COSTS:</b>		
Patient Care		-
Rental Costs		-
Tuition		-
Scholarships/Fellowships		-
Participant Support Costs		-
All Other Direct Costs		-
<b>TOTAL INDIRECT COSTS</b>		\$0.00
<b>TOTAL DIRECT COSTS</b>	\$0.00	-
<b>ALLOWABLE INDIRECT COSTS</b>	\$ -	
<b>TOTAL BUDGET</b>	\$0.00	

FOR QUESTIONS REGARDING THIS TOOL, CONTACT THE PROGRAM LEAD OR THE ASSIGNED GRANTS ADMINISTRATOR.