
Request for Proposals: Pilot Projects for Advancing Worker Mobility

Budget Guidance

Applicants must submit a **budget and budget narrative** that details the costs required to accomplish the proposed project. In the budget proposal, line items should be categorized according to the primary applicant organization's policies, procedures, and cost structures. For example, some organizations may include rent as a direct cost; others may incorporate it into overhead. The budget should reflect the total amount requested from WorkRise in a way that is consistent with how the primary applicant organization typically allocates costs.

Line-Item Budget

The budget proposal should include the following line items. Applicants may add other line items or omit certain line items that are not applicable to their project. A sample budget is included on [page 3](#) for reference.

- **Salaries or wages:** Provide details for all project personnel employed by the primary applicant organization. Include their name and position title, annual salary with percentage of time or full-time equivalent, or the number of hours and their hourly rate.
- **Fringe benefits:** If fringe benefits are added to personnel costs in the budget, they must be itemized separately in the budget narrative.
- **Subcontracts:** List any services purchased by your organization in support of the project (e.g., subcontractors, partners, and consultants).
- **Other direct costs:** Itemize all other direct costs to the project. Typical costs include rent, communications, information technology, travel, and honoraria.
- **Indirect costs:** Please see an explanation on [pages 2 and 3](#).

Multiyear Proposals

The budget must cover the proposed project's requested period of performance. For proposals that request funding for more than one year, the budget must detail costs for each 12-month period.

Projects with Multiple Funding Sources

The budget must total the amount requested from WorkRise. If the project is or will be supported by more than one funder, please identify additional sources of support and the total amount of funding committed or received in a separate document.

Budget Narrative

Applicants must submit a budget narrative that corresponds to the line-item budget. The narrative should include a detailed justification of each of the proposed costs, to include any assumptions, methodologies, or formulas used to estimate costs.

- **Salaries or wages:** Describe the project’s personnel and their role. This cost category should only include personnel employed by the primary applicant organization. Staff from partner organizations, consultants, and other subcontractors should be described under the *Subcontracts* line item.
- **Fringe benefits:** Explain the numerical rate and provide a description of the components (e.g., health insurance, insurance contributions, pension); or submit a copy of your organization’s Negotiated Indirect Cost Rate Agreement.
- **Subcontracts:** Provide details about any services performed by an entity outside of your organization, to include a description of the purpose of the services and cost estimates or rates. Justification is required if more than 50 percent of requested funds are allocated to this category.
- **Other direct costs:** Describe other direct costs (e.g., travel, honoraria) and their relevance to your project.
- **Indirect costs:** If your organization incorporates any costs as an overhead rate, please provide an explanation of how your organization calculates indirect costs or submit a copy of your organization’s Negotiated Indirect Cost Rate Agreement.

Indirect Costs Policy

WorkRise assesses indirect costs on a case-by-case basis to make it possible for a wide variety of organizations to apply to our RFP. WorkRise, at its discretion, may propose that an organization limit indirect costs in some cases. If you have questions about our indirect costs policy, please email workrise@urban.org.

Review Process

WorkRise will work with finalists to refine the scope of their projects which may require modifications to proposed budgets.

Sample Budget

SAMPLE BUDGET*

Primary Applicant Organization: Urban Institute
Period of Performance: 01/01/2023 - 06/31/2024
Total Amount Requested: \$170,000

	Year 1 01/01/23 - 12/31/23	Year 2 01/01/24 - 06/31/24	Total 01/01/23 - 06/31/24
Salary/Wages			\$ 51,750
Principal Investigator (0.4 FTE)	7,500	3,750	\$ 11,250
Co-Principal Investigator (0.4 FTE)	12,000	6,000	\$ 18,000
Project Manager (0.5 FTE)	15,000	7,500	\$ 22,500
Fringe Benefits (30%)			\$ 15,525
	10,350	5,175	\$ 15,525
Subcontracts			\$ 50,000
Partner Organization Subaward	50,000	0	\$ 50,000
Other Direct Costs			\$ 30,552
Travel	552	0	\$ 552
Project Website	20,000	10,000	\$ 30,000
TOTAL DIRECT COSTS	115,402	32,425	\$ 147,827
Indirect Costs (15%)	17,310	4,864	\$ 22,174
TOTAL REQUEST			\$ 170,000

*This sample budget is for illustrative purposes only. Please refer to the guidance presented in this document and adhere to your organization's policies, procedures, and cost structures when preparing your budget for submission to the WorkRise RFP.