

PHASE II

ACTIVITY NARRATIVE

Applications should show a clear and direct relationship between the institution's comprehensive development plan and the activities proposed for support with Title III funds.

ACTIVITY TITLES - Each activity must be titled using the most relevant title from the list of allowable activities authorized in program regulations under §608.10 of the HBCU program and §609.10 of the HBGI program.

PROJECT OBJECTIVES - For each activity, applicants must describe the major objectives in outcome-oriented, measurable terms. Time frames may be used to define process-oriented objectives where appropriate. Objectives should be updated for each year in which funds are requested.

IMPLEMENTATION STRATEGY - Describe in a comprehensive manner who will do what, how and when it will be done to meet the objectives of each activity. Forms included in this package offer a suggested format for communicating the implementation strategy. Other forms are acceptable provided all requested information is included.

INDIVIDUAL ACTIVITY NARRATIVE

1. Name of Institution

2. Activity Title	3. Activity Number
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4. Provide Narrative

BUDGET FORMS

INDIVIDUAL ACTIVITY BUDGET

GENERAL INSTRUCTIONS. Prepare a separate activity budget form for **each** activity and for project administration. The activity budget narrative should **immediately follow** the budget for each activity.

Name of Applicant Institution

Enter the name of the institution submitting the application.

Activity Title

Applicants should use the generic titles listed in §608.10 (HBCU program) and §609.10 (HBGI program) as titles for each activity. Enter the title of the activity as it appears in the narrative.

Activity Number

Indicate the activity number for each activity in the application.

Personnel

Enter the title of each position for which funds are requested. Indicate the percent of time that each person will commit to the project. Provide resumes for all key personnel as well as position or job descriptions for all persons paid with Title III funds. If the space allowed is not adequate, append as many additional activity budget sheets as necessary to list all personnel **before** completing items 2 through 9.

Fringe Benefits

Indicate the percentage rate at which benefits are calculated and the total cost for fringe benefits. List the categories of cost used to calculate fringe benefits. If fringe benefit rates are calculated differently for different personnel in the activity (e.g. faculty vs. administrative staff), provide a detailed explanation in the budget narrative. **DO NOT** include fees and expenses for consultants or for personnel who are not entitled to fringe benefits.

Travel

Grant funds may be used only for travel that is related to achieving the objectives of a specific activity during the budget period. Provide an itemized breakdown and enter the total costs of all travel, including destinations, per diem rates, and transportation costs in the budget narrative. **International travel is allowed as it**

is related to achieving the objectives of a specific activity, however please note approval is granted on a case by case basis.

DO NOT include freight costs or travel expenses of consultants. Freight costs, consultant costs and travel should be listed in “other” category.

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Equipment

The amount per unit cost for equipment is \$5,000. Enter the costs for all nonexpendable personal property, both fixed and movable, necessary for achieving the objectives of the activity. Equipment means tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. **Itemized** costs should be provided in the budget narrative.

Supplies

Enter the costs of all tangible personal property except that covered under **“Equipment”**

Personal property means property of any kind except real property—land and buildings. **Itemized** costs should be provided in the budget narrative.

Contractual

Includes the estimated costs of contractual agreements with other organizations or businesses. If aggregate expenditures exceed \$5,000 you must explain the **criteria** to be used in selecting a contractor, the basis for arriving at the projected cost, and whether **competitive bids** will be sought or will some other procurement policies be used to provide for open and free competition.

Other

Include all direct costs clearly covered by sub-items 1 through 8. Examples of such costs are communications, freight costs (if not included by vendor in the equipment purchase package), equipment rental, computer use charges, registration fees, and consultant costs. Use of consultants should be justified and the fees paid to consultants should be based upon established institutional policy, if there is no institutional policy than fees should be based upon fees paid to consultants in the area for identical or similar services. Provide an itemized breakdown of costs on the budget narrative.

Total Direct Costs

The Total Direct Costs is the figure for the twelve-month budget period for each activity.

SECTION A – INDIVIDUAL ACTIVITY BUDGET

1. Name of Institution:	
2. Activity Title:	3. Activity Number
4. Roster of Personnel and Salaries	
a. List of Personnel (use position titles)	b. Salary amount for each position
Total for personnel	
5. Fringe	
6. Travel	
7. Equipment	
8. Supplies	
9. Contractual	
10. Construction/Renovation	
11. Other	
12. Training Stipends	
Total	

ACTIVITY OBJECTIVES AND ANTICIPATED RESULTS

1. Name of Applicant Institution:	2. Activity Title
3. Major Objectives in Measurable Terms:	4. Anticipated Results to Measure Success:

IMPLEMENTATION STRATEGY/TIMETABLE FORM

1. Name of Applicant Institution:		2. Activity Title:		
3. Specific tasks to be completed	4. Primary Participants	5. Methodologies Involved	6. Tangible Results	7. Timeframe <u>To</u> <u>From</u>