**Name of Applicant:**

**Project Name:**

*Please provide a narrative detail for all grant-funded budget line items listed in the Budget Template. See each section below for additional detail requirements. Budget Narrative does not have a page limit. Note that all costs should only be associated with the execution of the pre-development activities that you are requesting funding for.*

# A-B. Staff Salaries and Benefits: Total: $X

*Applicant must complete the table below and include a narrative that clearly describes the role and responsibility of each proposed staff.*

| **Position** | **Full Time Equivalent (FTE) x Monthly Salary x Time** | **Benefits** | **Total (FTE X Salary X Time) + Benefits** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTALS** | **$ 0.00** | **$ 0.00** | **$ 0.00** |

**C. Staff Travel: Total-$X**

*Applicant must provide a narrative with details of the proposed travel.*

# D. Operating Expenses: Total-$X

*Add further rows for any operating expenses not already listed*

|  |  |
| --- | --- |
| Expense | Cost |
| Rent |  |
| Insurance |  |
| Accounting (payroll services) and Audits |  |
| Consumable office supplies |  |
| Printing |  |
| Communications (phones, web services, etc.) |  |

# E. Planning, Execution & Communication Tools and Equipment $X

*Describe details and explain purpose and planned use.*

# F. Community Outreach and Engagement: Total $X

*Marketing, facilitation fees, mediation/conflict management, interpretation services, translation of documents, transportation and transportation stipends, rental costs of equipment and facilities, childcare, food and refreshments when a meal is consumed as part of the event and replaces a meal otherwise missed by attending the event.*

*Describe details and explain purpose and planned use.*

# **G. Subcontract(s) – Total $X**

*Applicant must include a narrative that clearly describes the role, need, responsibility of each subcontractor.*  These are subcontractors who will not directly execute the pre-development activities necessary for the project.

**H. Pre-Development Activities- Total $X**

*Applicant must include a narrative that clearly describes the role, need, and responsibility of each subcontractor.*  These are subcontractors who will directly execute the pre-development activities necessary for the project. Please list your preferred subcontractor(s)/pre-development consultant(s) and the quote they provided to execute the work. The Regional Convener, Orange County Business Council, and the fiscal agent, Charitable Ventures, reserve the right to negotiate who these subcontactor(s)/subcosultant(s) will be.

# I. Other

*Clearly explain these costs, which do not fit into the specific categories above.*

**J. Indirect** (Not to Exceed 10%, if applicable)