**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.*

**H. Other- Total $X**

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

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