# Budget Narrative Template

This narrative should accompany the Budget Excel Spreadsheet.

**1. Staff Salaries and related charges**

**Description:** List each staff position funded by the grant. Explain their role in the project, percentage of time, and how salary costs are calculated.

* **Example:** *Project Coordinator – 50% FTE. Responsible for managing day-to-day operations. Annual salary $60,000 x 0.5 FTE = $30,000.*

**2. Consultants and other contracted services**

**Description:** Identify contractors or consultants, scope of work, and calculation method (hourly rate or flat fee).

* **Example:** *Consultant to provide training – $100/hour x 40 hours = $4,000.*

**3. Travel and conferences**

**Description:** Outline anticipated travel costs. Include purpose, destination (if known), number of trips, and cost breakdown.

* **Example:** *Mileage reimbursement for site visits: 1,000 miles x $0.655/mile = $655.*

**4. Equipment and capital expenditure**

**Description:** Identify major equipment purchases (typically >$5,000 per item). Explain why they are necessary.

* **Example:** *Laptop computers (1 @ $1,200 each = $1,200) to collect data.*

**5. Other Direct Costs**

**Description:** Include costs not captured above (e.g., rent, utilities, communications, participant incentives).

* **Example:** *Facility rental for workshops: $200/day x 5 days = $1,000.*

**6. Indirect Costs (if applicable)**

**Description:** The maximum allowable rate for indirect costs for this grant is 15%

* **Example:** *Indirect costs calculated at 15% of direct costs ($50,000) = $7,500.*