

Exhibit F – Budget Narrative

Organization Name:
Proposal Title:
Grant Type:

Please provide a narrative detail for all grant-funded budget line items listed on Exhibit E- Budget Summary

A. (A-D) Staff Salaries: Total Salaries Paid + Benefits (WIOA 15%) \$

Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits

Provide a brief description of each position's role in implementing the grant

E. Staff Travel \$

Describe how the proposed travel is connected to grant objectives.

F. Operating Expenses \$

The following are some of the major line items included:

Expense	Cost
Rent*	\$
Insurance	\$
Accounting (payroll services) and Audits	\$
Consumable office supplies*	\$
Printing	\$

Communications (phones, web services, etc.)*	\$
Mailing and Delivery	\$
Dues and Memberships*	\$
Outreach	\$

*(based on FTE for program staff)

G. Furniture and Equipment* \$

1. Small Amount of Equipment and Furniture \$

Pooled items less than \$5,000 per unit, lease or purchase, include a cost allocation - List name of item, cost, and quantity.

2. Large Amount of Equipment and Furniture \$

Greater than \$5,000: List name of item, cost, and quantity to be purchased - prior approval required

3. Equipment Lease \$

Describe the calculation.

H. Educational Stipends \$

Explain planned amount and distribution of stipends.

I. Employer Incentives \$

Explain the planned amount and structure of the employer incentives. Calculate and indicate what percent the employer incentives are relative the total requested funding.

J. Instructional Costs \$

Detail anticipated instructional costs.

K. Participant supportive services \$

Describe the supportive services costs associated with this budget line. If an amount of staffing time is allocated to supportive services – describe and articulate that cost amount in Section A of this Exhibit. The Participant Support Services summarized and described in this section should be outside of staffing costs. See SFP Section 5 for more insights on definitions of supportive services.

L. Contractual services \$

Describe all services that you might contract out

M. Administrative \$

Detail all administrative costs not already summarized in other expense lines. Administrative costs are limited to 10% of total grant.

N. Other \$

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