

DAS AIF PY 2024-25
AIF – Support Expense Narrative

Program Name:

Lead Applicant Name:

In this narrative expense report, provide breakouts and narrative around all expenses articulated in the AIF-Support Expense Report.

A. (A-D) Staff Salaries:

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

Describe the role(s) of the position(s) related to the apprenticeship:

E. Travel \$

Describe details of included travel and connection to apprenticeship.

F. Marketing and Outreach Cost \$

Describe marketing and outreach expenses not related to FTE such as paid advertising, event fees, market research or other such costs

G. Apprentices Support Services \$

Describe the specific services provided and related costs.

H. Employer Incentives \$

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Detail all employer incentives, how they are structured and what costs they cover.

I. Operating Expenses \$

Detail the operating expenses related to running the apprenticeship program such as rent, software, insurance, accounting, office supplies, communications, marketing and any other such costs.

J. Large Purchase Equipment* \$

Greater than \$5,000: List name of item, cost, and quantity purchased.

K. Contractual services \$

Describe all services that you contracted out.

L. Other \$

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