



## Small Grants Program Instructions for Budget Narrative

**Personnel.** List all personnel/positions that will be involved in the completion of project activities, their title, and the following:

**Salaried Personnel.** List each person's annual salary, the percentage of the person's time allocated to this project, the time frame for this commitment, and the total to be paid during the timeframe for the project. For short-term projects, the same computation can be shown using monthly salaries as the cost basis.

**Hourly Personnel.** List each person's hourly wage, and the total number of hours each person is expected to work on the project, giving the total to be paid during the project's timeframe.

**Fringe Benefits.** List any fringe benefits to be provided to personnel involved in this Project and the cost basis for such benefits.

**Volunteer Time/Services.** Provide the names and working titles of key volunteers that have specific project responsibilities or work tasks assigned to them, the total number of hours they are expected to work on the project, and the hourly cost of their services. If the project is designed to utilize a group of volunteers on a specific activity, provide the total number of volunteers to be utilized, the total number of hours of service to be provided, and the hourly cost of their services. If professional services are to be provided on a volunteer basis, describe the services to be provided, the hourly rate and total cost of said services.

**Contractual Services.** Describe the service(s) to be provided, the basis for the cost of each service, and the total cost of each service. For planning grants in which consultants are to be extensively utilized to coordinate or provide services, a full scope of services for such consultants should be attached to the application.

**Travel.** For local travel, describe the purpose of the travel, total number of miles to be traveled, and the reimbursement rate for such travel. For any travel costs other than travel in a personal automobile, describe the required travel and its purpose, and each cost associated with such travel. Reimbursements for required overnight lodging and per diem payments while traveling are considered travel costs.

**Materials and Supplies.** Include the basis for all costs of consumable materials and supplies, including duplication, printing, equipment rental, postage, communications, and any other services related to the Project.

**Marketing and Promotion.** Describe the basis for all costs associated with the marketing and promotion of Project activities, or such activities related to Project activities, including advertisement costs, development of brochures or marketing materials (including design), and distribution of such materials.

**Equipment Purchases.** Describe the equipment and its need with respect to this Project, along with the estimated costs.

**Other Costs.** For any other costs associated with the project, describe the nature of the cost, its relation to Project activities, and the basis for the costs.

**Matching Funds** (applicable to implementation grants only – planning grants do not require matching funds). For each source of matching funds provided by other organizations or entities listed in the chart “Identification of Matching Funds”, provide the following information:

**Cash Match:** The name of the entities providing the cash, and how the cash match will be allocated among the line items shown in the Budget Form. Attach copies of commitment letters showing the cash match and the purpose(s) for which the match is being made.

**In-Kind Match:** The names of the entities providing the match, a description of the time, services, products or other nature of the match, a description of how the value of the match is being determined, and how the match will be allocated among the lines shown in the Budget Form. Attach copies of commitment letters showing the in-kind match and the purposes for which the match is being made.

In the chart “Other Revenues Supporting the Project,” indicate the sources of cash or other match provided directly by your organization, such as member dues, fees for services, local fund raising events, cash in bank, etc., along with the amount of match and its status (in place or pending).