



From Pledge to Action Budget Narrative

(NOTE: The Budget Narrative is the justification of 'how' and/or why a line item helps meet the program deliverables.)

A. Personnel

List each position that pertains to this grant. Budget totals should include staff's annual salary rate and the percentage of time devoted to this project.

B. Consultants

This category is appropriate when hiring an individual to give professional advice or services (e.g., training, writing, etc.) for a fee but is not an employee of the organization. Provide a description of the product or services to be provided by consultant with exact cost. Include:

1. Consultant fees
2. Consultant expenses

List all expenses to be paid from the grant to the individual consultant in addition to their fees, such as travel, meals, lodging etc.

C. Travel

Travel that is necessary and needed in support of the implementation of this project.

Instate Travel - Provide a narrative justification describing the travel staff will perform. List where travel will be performed, number of trips planned, who will be making the trip, and approximate dates. If mileage is to be paid, provide number of miles and the cost per mile. If travel is by air, show cost of airfare. If per diem/lodging is to be paid, indicate number of days and the amount for each day's per diem and the number of nights and the amount for each night's lodging. Include any ground transportation when applicable. Total each trip planned.
Out of State Travel - Provide a narrative justification describing the same information as above.

D. Conferences

These may include required training or workshops for project personnel. The project related purpose should be noted and explained.

E. Meetings

This category is appropriate when hosting or attending meetings. Provide a brief description of meetings attended or hosted and the costs incurred in the execution of those meetings.

F. Materials and Supplies

This could include office supplies which will be used by personnel under this grant. List the expendable items by type and cost. Explain how these materials are necessary for the success of the project.

G. Meals

This could include any catering costs that pertains to project deliverables.



H. Other

This category contains items not included in the previous categories (e.g., printing, telephone, postage, etc.).