

Budget Narrative

The budget worksheet will be supported in your application through a budget detail by line item, which includes a brief description for each line item in the budget and how the cost was determined. The following guidelines will help you determine where expenses should be included and provide the level of detail required.

Budget Line Items:

- a. **Project Resources:** Identify individually each federal or state grant, public or private grant, or corporate contribution over \$1,000. Identify cash resources including donations, contributions, or other funds that will be applied to this grant. What components of the project will be accomplished with in-kind donated or volunteer services, i.e., transportation, personnel, consulting, mentoring hours, etc...?
- b. **Salaries and Wages:** Include all staff salaries that are allocated to the project. Identify each position, salary, % of time devoted to the project, and source of funding as to the proposed grant, or current operational funds, or in-kind contribution.
- c. **Fringe:** Include related benefits and taxes allocable to each salary. Fringe may be represented as a % of salary.
- d. **Consultants:** Include fees, honoraria and expenses paid for consulting and professional services of individuals or organizations that are not paid staff of your organization. Define what revenue source it will be included within, either proposed grant funds, operating funds or other donated, or in-kind.
- e. **Printing & Publications:** Include expenses for production of all printed materials.
- f. **Media Costs:** Include newspaper, radio, television, etc.
- g. **Program Supplies:** Include books, teaching, tools, medical, educational and other participant-oriented costs.
- h. **Office Supplies:** Include paper, ink, and other consumable materials.
- i. **Postage:** Include U.S. Postal, FedEx, UPS, and similar.
- j. **Utilities/Telephones:** Include pro rata portion or total to be included, and define that cost per month.
- k. **Space Costs:** Include only space used by project or program.

Budget Note: *The Foundation is not inclined to make grants to support general operating expenses or annual sustaining fund drives. The Foundation also does not grant for travel for education or training, but may provide for the fees for such if directly related to the project needs.*

If you have questions regarding any part of the requirements, please feel free to contact the Living Well Foundation at (318) 396-5066 prior to submitting your request.