



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. You may not need every line item to be defined based on the project.

Budget Line Items:

- a. **Project Resources:** Identify individually each federal or state grant, public or private grant, or corporate contribution. Identify cash resources including donations, contributions, or other funds toward the project. What components of the project will be accomplished with in-kind donated or volunteer services, i.e., transportation, personnel, consulting, mentoring hours, etc? Also, identify if there are other funds that you will be applying to the project.
- b. **Salaries and Wages:** Include 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. **Subcontractors/Consultants/Third Parties:** Include fees, honoraria and expenses paid for consulting and professional services of individuals or organizations that are not paid staff. Define what revenue source will be included, either proposed grant funds, operating funds or other donated, or in-kind.
- e. **Printing/Flyers/Brochures:** Include expenses for production of printed materials for the project.
- f. **Project Supplies:** Include appropriate items within the defined sections, whether food/snacks, equipment, teaching tools/supplies, or other. You may include books, teaching, tools, medical, educational, and other participant-oriented costs.
- g. **Postage:** Include U.S. Postal, FedEx, UPS, and similar directly related to the project.
- h. **Utilities/Telephone/Internet:** Include pro rata portion or total to be included for the project.
- i. **Space Costs:** Include only space used by project or program.
- j. **Other:** Include any other expenses not part of the listed options that are directly related to the project as applicable.
- l. **Capital Expenses –** predict any construction/renovation/space, or office equipment, furniture/fixtures, or medical equipment expenses you will need and include in the budget. Typically, items are over \$1,000 each, and if not, then that would be included in the Project Supplies line items

***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 typically 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.