

Budget Narrative Template

INSERT ORGANIZTION NAME

FY 2020 COVID-19 EMERGENCY RELIEF

**Personnel Salaries**

Provide salary detail for all project staff. Provide the total cost, percent FTE, name, position, and brief description of work to be performed in support of the project for each individual.

**Personnel Fringe**

Provide percentage used in calculation of salary fringes and identify any increases in the rate used for budget calculations. **The Commission advises that the fringe rate be calculated at no more than 25%. If the grantee requests more than 25%, the applicant will be required to provide a compelling rationale for exceeding this amount.**

**Equipment/Furniture**

Provide a brief description of any equipment/furniture with an explanation for the use of the item(s) to be purchased with grant funding in support of this project. *Example: $1,000 to purchase a computer for LHIC Coordinator.*

**Supplies**

Identify types of supplies and estimated costs.

**Travel/Mileage/Parking**

Identify costs and reasons for travel, mileage and parking.

**Staff Trainings/Development**

Identify type of training, who will receive the training, and costs for the training. Please explain how this training will benefit the LHIC.

**Contractual**

Individual contractual budget items that exceed $5,000 must be listed separately on the grant budget template. List services provided by a business, organization, or individual who is not a state employee such as: advertising, utilities, repairs and rentals/leases, and professional services.

Identify each individual vendor/contractor, the cost of the total contract, and how this contract relates to the overall execution of the program. Do not include expenses covered under other line items such as “Equipment/Furniture”, “Supplies”, or “Other Expenses”.

**Other Expenses**

Identify any additional expenses using grant funding and provide estimates of the expenses.

**Indirect Costs**

Indirect costs are not permissible under this grant proposal.

Please note:

1. **Items that cannot be included as direct expenses include late fees, depreciation, interest expenses, and costs for severance packages.**
2. **If there are additional line items added to the budget form template, please provide similar details and explanations of these items in the budget narrative.**