



Healthy Behaviors Initiative Mini Grant

Budget Narrative Example

A budget narrative is required (question 8) in addition to the budget worksheet that 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 Categories & Line items:

PROJECT RESOURCES

Identify individually each federal or state grant, public or private grant, or corporate contribution over \$1,000. Identify internal cash resources. What components of the project will be accomplished with in-kind donated or volunteer services?

PROJECT EXPENSES

Personnel

- Salaries and Wages: All staff salaries that are allocated to the project. Identify each position, salary, percentage of time devoted to the project, and source of funding.
- Fringe: Include related benefits and taxes allocable to each salary. Fringe may be represented as a percentage of salary.
- Consultants: Include fees, honoraria and expenses paid for consulting and professional services of individuals or organizations that are not paid staff of your organization.

Travel & Training

- Travel: Include mileage reimbursement for implementing grant activities.
- Training: Include registration fees to attend relevant trainings.

Program Costs

- Printing and Publications: Include production of any printed materials.
- Media/Advertising Costs: Include newspaper, radio, television, billboard, etc. Marketing costs are not to exceed 15% of the total requested funds.
- Program Supplies: Include educational and other participant-oriented costs.
- Office Supplies: Includes meeting expenses and other consumable materials.
- Postage: Include U.S. Postal Service, FedEx, UPS and similar.
- Utilities/Telephone: Include cost per month.
- Space Costs: Include only space used by project or program.

Indirect Cost Rate

- Indirect Cost Rate: Any expenses that are not incurred directly to produce a service or program. Indirect costs are not to exceed 10% of the total requested funds.

If you have questions regarding any part of this Request for Proposals, its preparation or the requirements, please contact the Foundation's Program Department at (318) 443-3394 or 800-994-3394 prior to submitting your request.