



## **Budget Narrative**

(A budget narrative is not required for Letter of Intent requests.)

The budget worksheet(s) must be accompanied by a budget narrative 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 Line items:**

- a. **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, i.e., transportation, mentoring hours, etc.
- b. **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.
- c. **Fringe:** Include related benefits and taxes allocable to each salary. Fringe may be represented as a percentage 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.
- e. **Printing and Publications:** Include expenses for production of all printed materials.
- f. **Media Costs:** Include for newspaper, radio, television, billboard, etc.
- g. **Program Supplies:** Includes medical, educational and other participant oriented costs.
- h. **Office Supplies:** Includes subscriptions, books, and other consumable materials.
- i. **Postage:** Include U.S. Post, FedEx, UPS and similar.
- j. **Utilities/Telephone:** Cost per month
- k. **Space Costs:** Include only space used by project or program.
- l. **Other:** Include other costs such as student stipends, tuition, etc.
- m. **Capital Expenses:** Include items over \$1,000. Capital expenses must be explicitly linked to enhanced programmatic implementation.

**Budget Note:** The Rapides Foundation does not fund requests for administrative or overhead fees. All support costs should be delineated by line item.

If you have questions regarding any part of this Proposal, 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.