**Sample Budget Narrative**

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Time Period: (Ex. 7/1/2023-6/30/2025)

Note: estimate to the best of your ability expenses in year two if you are requesting 2 years of funding. Organizations will have the opportunity to submit a revised budget at the end of year one if they are awarded a grant.

Estimated expenses for year 1: $100,000

1. Salaries - $60,000 – We will hire 1 FTE coordinator to manage the project – salary and benefits
2. Consultants - $10,000 – We will hire ambassadors to engage with parents and reimburse their time at $20 an hour.
3. Travel and meetings - $10,000 – We will provide meals during provider gatherings and mileage reimbursements
4. Indirect – $20,000 – Indirect expenses at the allowable level

Estimated expenses for year 2: $100,000

1. Salaries - $60,000 – Project coordinator salary and benefits
2. Consultants - $10,000 – We will hire ambassadors to engage with parents and reimburse their time at $20 an hour.
3. Travel and meetings - $10,000 – We will provide meals during provider gatherings and mileage reimbursements
4. Indirect – $20,000 – Indirect expenses at the allowable level

**NOTE: A budget narrative is submitted to provide clarification on the estimated expenses. If your project budget includes these clarifying details, you may upload your project budget into the narrative box as well. You may use your own budget template, and do not need to use the one provided.**