BUDGET NARRATIVE

**Submit with final application***:* Please show your computation for determining the cost and your justification of each line item expense by providing an underlying rationale for Column G (Total), lines 2-16 of the program budget worksheet.

1. FRINGE BENEFITS – This category should include all those commonly accepted fringe benefits paid on behalf of employees; such as retirement, FICA, health and life insurance, workers**’** compensation, unemployment insurance and other payroll related costs.

Click or tap here to enter text.

1. CONTRACTUAL SERVICES - This category includes costs, type of service and with whom you will contract services for this project.

Click or tap here to enter text.

1. SPACE - This category includes rent, mortgage payments, maintenance and janitorial expenses.

Click or tap here to enter text.

1. UTILITIES – This category should list all utility-related costs.

Click or tap here to enter text.

1. TELEPHONE – This category includes all regular telephone charges, the rent or lease of telephone and fax equipment, long distance calls and Internet charges.

Click or tap here to enter text.

1. INSURANCE – This category includes proportionate share of all types of insurance policies you currently have in place that are paid for with some or all of the Title III funding.

Click or tap here to enter text.

1. EQUIPMENT PURCHASE - This category should list the type, quantity, and cost of each item of equipment to be purchased. If in-kind Match, list type, value, and percent of time equipment will be used by project.

EQUIPMENT RENTAL/MAINTENANCE includes proportionate share of lease of rental equipment (except telephone) and maintenance costs for that equipment whether pursuant to a service contract or individual repair bills.

Click or tap here to enter text.

1. OFFICE SUPPLIES AND EXPENSES - This category includes all basic office accessories and supplies including software and materials used in copiers.

Click or tap here to enter text.

1. AUDIT FEES – This category includes proportionate share of expenses for auditors.

Click or tap here to enter text.

1. PRINTING & PUBLICATION - This category includes all costs to print and publish project related materials.

Click or tap here to enter text.

1. POSTAGE - This category includes all mailing related costs related to the project.

Click or tap here to enter text.

1. PROJECT TRAVEL - This category includes all travel expenses directly related to this specific Title III funded project. Please list mileage reimbursement rate.

Click or tap here to enter text.

1. CONFERENCES & TRAINING - This category includes costs related to the training of project staff members.

Click or tap here to enter text.

1. DUES & SUBSCRIPTIONS - This category includes costs related to membership dues and publication subscriptions.

Click or tap here to enter text.

1. OTHER - This category includes all project expenses not entered above. Individual costs must be itemized.

Click or tap here to enter text.