

## **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.

2. 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.
  
3. CONTRACTUAL SERVICES - This category includes costs, type of service and with whom you will contract services for this project.
  
4. SPACE - This category includes rent, mortgage payments, maintenance and janitorial expenses.
  
5. UTILITIES – This category should list all utility-related costs.
  
6. TELEPHONE – This category includes all regular telephone charges, the rent or lease of telephone and fax equipment, long distance calls and Internet charges

7. **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.
  
8. **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.
  
9. **OFFICE SUPPLIES AND EXPENSES** - This category includes all basic office accessories and supplies including software and materials used in copiers.
  
10. **AUDIT FEES** – This category includes proportionate share of expenses for auditors.

11. PRINTING & PUBLICATION - This category includes all costs to print and publish project related materials.
  
12. POSTAGE - This category includes all mailing related costs related to the project.
  
13. PROJECT TRAVEL - This category includes all travel expenses directly related to this specific Title III funded project. Please list mileage reimbursement rate.
  
14. CONFERENCES & TRAINING - This category includes costs related to the training of project staff members.
  
15. DUES & SUBSCRIPTIONS - This category includes costs related to membership dues and publication subscriptions.
  
16. OTHER - This category includes all project expenses not entered above. Individual costs must be itemized.