

Budget Instructions

Budget Worksheet

Using the template provided, outline a high-level budget that reflects the scope of work and deliverables associated with the project. The budget template contains 2 sections: (1) the application scope of work and (2) other leveraged resources. The application scope of work section identifies the project elements outlined in the narrative. The other leveraged resources section provides an optional opportunity to speak to other previously incurred expenses or an overall investment that when added to the application scope of work make this project complete. You may also use this space to allocate time or resources that have been used in other grant applications to avoid “double-dipping”. This is meant to address the principle that time or resources spent on one project should only be counted as match for a single grant and allow for the applicant to still reflect the full scope of work in the budget worksheet.

Budget Narrative

This optional document allows for applicants to explain estimated costs in the budget and how they relate to project implementation. The budget narrative should directly tie the budget to the deliverables. Narratives should be written in such a way that someone not specifically familiar with the project can conceptually understand the rationale, purpose and calculation of the anticipated costs identified. Applicants do not need to provide a narrative for each expense; rather, applicants should limit this space to further identify how costs will assist with accomplishing project objectives. Note that applicants should not duplicate information if these items are sufficiently described in the narrative section.

Example:

Personnel (\$45,000 GOCO/\$65,000 match)

These funds will be used to hire 1 project manager and 1 coordinator to facilitate all aspects of the program and provide boots on the ground support.

Training (\$6,000 GOCO)

Training will support up to 10 staff members and an additional 10 volunteers in order to advance project goals.