# Budget Narrative Template

For directions on how to fill this template out please see page 26 of the RFP.

**Program Revenue**

### *Financial Contributions*

1. *In-Kind Contributions*

**Program Expenses**

### **Personnel**

You may add additional rows if more than three staff will be paid by this program.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position Title** | **Name**  (if known) | **Staff or Consultant** | **Currently Employed or Future Hire** | **% of FTE** | **Annual Salary/Wage/**  (including fringe benefits) | **Budgeted Amount** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | **TOTAL** | **$** |

## Describe the roles and responsibilities of each staff member in terms of how they relate to the program. For consultants, describe the services to be provided.

### *Training Workshop*

1. *Program Activities, events, classes, meetings*
2. *Overhead*