

# Narrative Budget Justification

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## Project Title: Enhancing Community Literacy

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Organization: ABC Learning Foundation

Project Period: January 1, 2024 – December 31, 2024

### 1. Personnel

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Funds are requested to support the following personnel:

- **Project Manager (0.5 FTE):** Responsible for program oversight, tracking deliverables, coordinating between staff and partners, and reporting. Requesting \$25,000 for 12 months based on a \$50,000 annual salary.
- **Literacy Instructors (2 x 0.4 FTE):** Will instruct community classes, design curriculum, and evaluate participant progress. Requesting \$32,000 for two instructors, annualized at \$40,000 each.

### 2. Fringe Benefits

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Fringe benefits are calculated at 20% of total salaries (\$57,000), totaling \$11,400. Benefits include health insurance, payroll taxes, and retirement contributions as per organizational policy.

### 3. Travel

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Local travel for instructors to visit five community sites. Requesting \$1,200 to cover transportation costs at \$0.50/mile for approximately 2,400 miles total over the project period.

### 4. Supplies

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Funds for instructional materials (books, workbooks, printing), office supplies, and educational games. Requesting \$2,500 based on average class size and number of sessions.

### 5. Contractual

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External evaluation consultant to assess outcomes and processes. Requesting \$3,000 for an estimated 30 hours at \$100/hour.

### 6. Other Direct Costs

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Includes facility rental for classes (\$1,800) and outreach event expenses (\$900). Total: \$2,700.

### 7. Indirect Costs

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Indirect costs calculated at 10% of total direct costs (\$77,800), totaling \$7,780.

### 8. Total Project Budget

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- Personnel: \$57,000
- Fringe Benefits: \$11,400
- Travel: \$1,200
- Supplies: \$2,500

- Contractual: \$3,000
- Other Direct Costs: \$2,700
- Indirect Costs: \$7,780
- **Grand Total: \$85,580**

## **Important Notes:**

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- A narrative budget justification explains and justifies all line items in the accompanying budget table.
- Be clear, concise, and connect each cost to project activities and objectives.
- Follow funder's guidelines for required sections, terminology, and calculation methods.
- Use reasonable, well-documented cost estimates based on actual quotes or past experience.
- Ensure consistency between the narrative and detailed budget spreadsheet.