

Narrative Justification Budget Format

Project: Community Engagement Program

Period: January 2025 – December 2025

I. Personnel

Role/Position	Brief Justification	Amount (\$)
Project Manager (1 FTE)	Responsible for overall project oversight, staff supervision, and reporting activities.	60,000
Community Coordinator (1 FTE)	Coordinates outreach, manages participant engagement, and assists in evaluation.	45,000
Administrative Assistant (0.5 FTE)	Provides clerical support, schedules events, and manages records.	22,000

II. Fringe Benefits

Description	Justification	Amount (\$)
Health, Dental, FICA (23%)	Standard organizational benefits for salaried staff.	29,900

III. Travel

Description	Justification	Amount (\$)
Local Mileage	Includes travel to community centers and partner sites (estimated 2,000 miles at federal rate).	1,200
Conference Attendance	Project Manager to attend annual best practices conference for professional development.	1,800

IV. Supplies

Item	Justification	Amount (\$)
Office Supplies	Essential materials (paper, pens, folders) to support project work and events.	1,000
Program Materials	Educational handouts, prep materials for outreach sessions.	2,500

V. Other Direct Costs

Description	Justification	Amount (\$)
Facility Rental	Rental fee for community events and workshops (~6 sessions/year).	3,000
Printing	Brochures and outreach materials for community distribution.	800

Total Budget Requested: \$167,200

Important Notes

- Each budget item should be clearly justified to demonstrate necessity for project success.
- Use simple, straightforward language in justifications to ensure clarity for reviewers.
- Narrative Justification Budget strengthens transparency and accountability in funding requests.
- Ensure all calculations and amounts match the main budget sheet.