

# 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.