

Narrative Budget Summary

1. Project Overview

This document provides a detailed narrative summary of the project budget for the [Project Name or Program], outlining major expense categories and describing the strategic allocation of resources to achieve project objectives.

2. Summary Table

Budget Category	Description	Allocated Amount
Personnel	Salaries & wages for project staff	\$45,000
Fringe Benefits	Health, payroll, and other staff benefits	\$8,000
Travel	Staff and stakeholder travel costs	\$5,000
Supplies & Materials	General supplies, equipment, & resources	\$6,000
Contractual	Consultant fees and service contracts	\$10,000
Other Direct Costs	Utilities, communication, printing, etc.	\$3,500
Total		\$77,500

3. Narrative Explanation by Category

Personnel

Personnel expenses include salaries for the project manager, assistant coordinator, and support staff. The allocation ensures that the program can hire and retain qualified professionals responsible for overall administration, implementation, and monitoring.

Fringe Benefits

Fringe benefits reflect mandatory contributions and health insurance provided to full-time staff. This is in accordance with institutional policy and legal obligations.

Travel

The travel budget covers transportation, lodging, and meals for project staff attending meetings, site visits, and trainings. These trips are vital for stakeholder engagement and effective implementation.

Supplies & Materials

Funds in this category provide for office supplies, educational materials, and minor equipment necessary to support project objectives.

Contractual

Contractual services include hiring specialists, consultants, or partnering organizations for tasks requiring specific expertise that the project team cannot fully address internally.

Other Direct Costs

Other direct costs are reserved for communications, utility fees, printing, and other essential expenses directly related to project delivery.

4. Conclusion

The outlined budget aligns with the project's goals and provides a clear roadmap for resource utilization. The narrative summary details both quantitative and qualitative aspects to maintain transparency and guide effective management of funds.

Important Notes:

- This document combines numerical and narrative explanations for improved clarity and transparency.
- Budgets should be revisited periodically and adjusted as project requirements evolve.
- Narrative summaries support grant applications and reporting to stakeholders.
- Detailed justifications strengthen accountability and support auditing processes.
- Ensure all allocations comply with organizational and funder guidelines.