

Handout 7-2: Budget Narrative Examples

The following is an example of a bad budget narrative that was submitted with the bad needs statement example in Handout 5-2.

BUDGET DETAIL

COST ESTIMATE				PROJECT AMOUNT (Nearest \$)
A. PERSONNEL (Include job description/resume for positions requesting funds)				
Position	Part Time Full Time	Monthly Salary	No. of Months	
Employee Benefits	%			
(Cannot Exceed 32%)			Total Personnel	\$
B. CONSULTANT/CONTRACT (<i>List by individual, organization or type</i>) (Cannot Exceed \$450.00 for each 8-hour day or \$56.25/hour)				
██████████ - Functional Family Therapy				35,000
			Total Consultant/Contract	\$ 35,000
C. TRAVEL, TRANSPORTATION, SUBSISTENCE (<i>Itemize</i>) (Must comply with State travel guidelines)				
			Total Travel	\$

BUDGET DETAIL (continued)

COST ELEMENT	PROJECT AMOUNT (Nearest Dollar)
D. EQUIPMENT COSTS <i>(Itemize)</i>	
Total Equipment Costs	\$
C. OTHER COSTS <i>(Itemize)</i>	
Total Other Costs	\$
TOTAL PROJECT	\$ 35,000

BUDGET ITEMS EXPLANATION (Attach additional pages, as needed)

██████████ County Juvenile Probation intends to spend the entire award amount of this grant for contract expenditures to pay the billable hours of direct services provided by a Functional Family Therapist with the ██████████. It is the goal of ██████████ County Department of Juvenile Probation to work towards sustainability by having a full time county employee trained and certified in facilitating Functional Family Therapy at the end of the second year. This will allow ██████████ County to continue providing services to families of youth who are identified with the need for services and who meet the criteria of scoring between 13-22 on the ██████████ Risk Assessment.

The following is an example of a good budget narrative that was submitted with the good needs statement example in Handout 5-2.

BUDGET DETAIL

COST ESTIMATE				PROJECT AMOUNT (Nearest \$)
A. PERSONNEL (Include job description/resume for positions requesting funds)				
Position	Part Time Full Time	Monthly Salary	No. of Months	
Behavior Court Coordinator	Part Time	708.75	12	8,505
Employee Benefits % (Cannot Exceed 32%)			Total Personnel	\$ 8,505
B. CONSULTANT/CONTRACT (<i>List by individual, organization, or type</i>) (Cannot Exceed \$450.00 for each 8-hour day or \$56.25/hour)				
			Total Consultant/Contract	\$
C. TRAVEL, TRANSPORTATION, SUBSISTENCE (<i>Itemize</i>) (Must comply with State travel guidelines)				
			Total Travel	\$

BUDGET DETAIL (continued)

COST ELEMENT	PROJECT AMOUNT (Nearest Dollar)
D. EQUIPMENT COSTS <i>(Itemize)</i>	
Total Equipment Costs	\$
C. OTHER COSTS <i>(Itemize)</i>	
Total Other Costs	\$
TOTAL PROJECT	\$ 8,505

BUDGET ITEMS EXPLANATION (Attach additional pages, as needed)

The only budget line item is for personnel. We are requesting funding for one part time position (19 hours/week) for the Behavior Court Coordinator. We are requesting 75% of funding of the amount received for this position last year which was 11,340. Our total request is \$8,505. The position is a grade 10 and will earn approximately \$10.31 per hour.

██████████ Juvenile Justice evaluates each program on an annual basis to determine effectiveness. We are committed to using our resources to implement and operate viable programs that meet their objectives. We are committed to funding the Behavior Court Program if we achieve the results we believe we are capable of obtaining, even if it meant terminating a current program that may be less effective and cost efficient.