|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **Direct Project Costs** | **Title** | **Annual Salary** | **Percent of Time on Project (1 year)** | **Total** | **BUDGET NARRATIVE/JUSTIFICATION FOR EXPENSES** |
| Staff |  |  |  |  |  |
|  Person 1 |  |  |  |  |  |
|  Person 2 |  |  |  |  |  |
|  Person 3 |  |  |  |  |  |
| **Subtotal: Staff** |  |  |  |  |  |
|  |  |  |  |  |  |
| Other than staff | **Title/Function** | **Rate @ Quantity** | **Number of Hours** | **Total** |  |
|  Consultant(s) |  |  |  |  |  |
|  Other Stipended Individuals |  |  |  |  |  |
|  |  |  |  |  |  |
|  Supplies & Services (Food, Materials, Printing, Entertainment, Permits, etc.) |  | **Unit Cost** | **Quantity** | **Total** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Subtotal: Other Than Staff** |  |  |  |
|  |  |  |  |  |  |
| **Total Direct Project Costs** |  |  |  |  |  |
| **Indirect/Overhead Costs (Not to exceed 10% of SBGP funding request)** |  |  |  |  |  |
| **Total SBGP Funding Request** |  |  |  |

**Grant Project Budget & Narrative – Microsoft Word Template**