

Name of Organization	
Date	

Budget Narrative

PERSONNEL EXPENSES:

SALARIES (by staff member, including title and FTE)

Staff Member	Job Title	Annual Salary	FTE%	Annual Fringe	Total

FRINGE COSTS (please specify how they are calculated):

OTHER THAN PERSONNEL EXPENSES (OTPE):

(The categories listed below are illustrative, not exhaustive. You may add additional categories as necessary. Be specific in describing how costs are calculated or determined.)

- ***Overhead*** (rent, utilities, etc – you can also break out each item)
- ***Travel*** (be specific with number of trips to each destination, number of miles (roundtrip), and reimbursement rate)
- ***Interpretation/Translation***
- ***Supplies***
- ***Insurance***
- ***Other***