

Help Me Grow Florida
Attachment A: Budget Narrative
Affiliate Name

Guidelines

Within the budget narrative, please briefly **describe each expense including detailing what it entails and explaining how it contributes to the project's objectives and overall success.** Your explanation should address the “what” and “how” questions regarding fund allocation. The format should **bulleted paragraphs** and should include **the cost calculation. If the related costs are included in the Budget by OCA, they do not need to be included in the Narrative (e.g. salaries).**

- Personnel – List each position and position description/summary that pertains to the project. The cost calculation should show the **percentage of time** devoted to the project.
- Travel – Explain the reason for travel expenses for staff and show the number of people traveling and unit costs in **the cost calculation.** Identify the location of travel and event.
 - For example: HMGF Florida meeting: 1 FTE x \$300 (per diem & vehicle rental x 2 days)
- Equipment – List items to be purchased. Explain how the equipment is necessary for the success of the project and, if necessary, the procurement method to be used. Include **the cost calculation.**
- Supplies – List expendable items by type and show the basis for computation in **the cost calculation.**
- Outreach (including Marketing/Advertising) – List types of outreach and show the basis for computation in **the cost calculation.** *The maximum allowable expense for marketing and advertising is capped at \$5,000.00.*
- Program Support Services - Allocate funds in the budget to ensure that at least one staff member can attend both the Statewide HMG Meeting and the HMG National Forum. The HMGF will cover the registration fees and hotel accommodation for one staff member. Any additional expenses or travel costs for other staff members attending these events should also be included in the budget.
- Consultants (including subcontractors/vendors) – Provide a description of the product or services to be provided by the consultant and an estimate of or detailing of exact cost.
- Other Costs – List items, such as rent, printing, postage, telephone, internet, janitorial, security services, etc. by major type and show the basis of the computation in **the cost calculation.**
 - For example, for rent provide the square footage and the cost per square foot for rent and provide a monthly rental cost and the number of month’s rent will be needed. Include the percentage of rent assigned to HMGF via the Cost Allocation Plan in **the cost calculation.**