**BUDGET & BUDGET NARRATIVE**

Please use the Budget and Budget Narrative Template to provide a detailed budget with supporting narrative for all anticipated costs. Please refer to the the “Instructions – Budget & Narrative” tab for directions on how to fill in the template. Please use the “Submission – Budget & Budget Narrative” tab to provide the budget and budget narrative in your application.

Requested project funds can include the following direct costs: salaries, fringe benefits, supplies, equipment, and travel (such as meal and incidental expenses). Direct costs are expenses directly related to the project and are necessary for its implementation and operation.

If needed, a proposal may also include other direct costs, as well as indirect costs. Other direct costs are types of expenses that may relate to a particular project and include items such as consultant or professional services. Examples of indirect costs include Internet access and postage.

A third tab on the template, titled “FTE Calculation,” contains a worksheet to calculate the number of full-time equivalent (FTE) employees that will be working on the project. Please follow the instructions on the worksheet to complete the FTE calculation and include it your application.