

APPENDIX 4
BUDGET NARRATIVE/JUSTIFICATION
TEMPLATE
Pathways to Independence
Northern Region Grant

Budget Categories	Description	Total
(1) Personnel	Personnel Include Title of position, % of time, rate per hour, hours per month, # of months budgeted and total cost	\$
(2) Fringe Benefits	Fringe benefits \$ x % = \$	\$
(3) Travel	Travel Include methodology used to calculate travel costs (ex. number of miles traveled, cost per mile, lodging, food, parking, flight, etc.)	\$
(4) Equipment	Equipment Include all necessary equipment necessary for project (ex. computer, printer)	\$
(5) Supplies	Miscellaneous Supplies General office supplies include paper, pens, computer disks, highlighters, binders, folders, etc.	\$
(6) Contractual	Contractual Include all contractual and consultant costs.	\$
(7) Training	Training Include costs for any staff training or trainings that you will be providing.	\$
(8) Advertising/ Marketing	Marketing/Advertising Include costs for all replication and distribution of materials.	\$

(9) Other	Other Include all Operating Costs in this category. <i>Note: Pathways to Independence can not pay more than 9% for any indirect costs in accordance with the Medicaid Infrastructure Grant requirement.</i>	\$
(10) TOTALS		\$