**Summit Endowment**

**2021 Budget Narrative Form**

**Healthy People 2030 Level I Grant**

**Organization:** Click here to enter text.

**Grant Title:** Click here to enter text.

*(Note: The Budget Narrative is the justification of “how” and “why” a line item helps to meet the program deliverables)*

**A. Personnel**  **Total:**

*List each position that pertains to the proposal. Cost calculation should show employee’s annual salary rate or hourly rate and percentage of time devoted to the project.*

Click here to enter text.

**B. Program Supplies Total:**

*Itemize program-related supplies separately that are used during the course of the program.*

Click here to enter text.

**C. Office Supplies Total:**

*Itemize office supplies separately that are used during the course of the program.*

Click here to enter text.

**D. Advertising/Marketing Total:**

*Itemize the costs of media advertising related to marketing and promotion of the program. Include item description, cost computation, and total cost.*

Click here to enter text.

**E. Training Total:**

*Itemize trainings, workshops, or classes for staff. The project- related purpose should be noted and explained.*

Click here to enter text.

**F. Consultant Fees Total:**

*Provide a description of the product or services to be provided by the consultant and an estimate of or detailing of exact cost.*

**G. Professional Fees Total:**

*Provide a description of the service to be provided and an estimate of or detailing of exact cost.*

Click here to enter text.

**H. Incentives Total:**

*Provide a description of items purchased to enhance the program. Include how it relates to the goals and outcomes of the program.*

Click here to enter text.

**I. Travel Total:**

*Explain the reason for travel expenses for project personnel. Estimate the number of miles traveled x mileage rate.*

**J. Capital Expense Total:**

*Explain any expenditures over $1,000.00 necessary for the program to operate.*

Click here to enter text.

**K. Other (specify) Total:**

Click here to enter text.

**Total:**