

Budget Summary and Budget Narrative

Instructions: Insert the funds requested in corresponding columns below.

Record amounts to be donated as in-kind costs by the contractor or other entity in the Non-WIOA Leveraged Funds in column 4 below

Budget Summary

BUDGET SUMMARY	3 TOTAL WIOA FUNDS REQUESTED	4 NON-WIOA LEVERAGED FUNDS
1. Personnel Salaries		
2. Personnel Benefits		
3. Travel		
4. Materials & Supplies		
5. Facilities		
6. Phones/Networks		
7. Equipment Purchase/Lease		
8. Insurance		
9. Advertising		
10. Audit		
11. Indirect		
12. Profit		
13. Other Expenses		
TOTAL CONTRACTUAL BUDGET (Total line 1 – line 13)		

Budget Narrative

Budget Narrative
Please use this section to describe your budget assumptions, sources of leveraged funds if any, unique expenditures, or other budget information you would like the review committee to know. Provide written justification for the proposed expenses for each line item in which you are requesting funds.
1. Personnel salaries
2. Personnel Fringe Benefits
3. Travel
4. Materials and Supplies
5. Facilities
6. Phones/Networks
7. Equipment Purchase/Lease
8. Insurance
9. Advertising
10. Audit

11. Indirect
12. Profit
13. Other Expenses