

### **Directions for Completing Budget Worksheet and Narrative**

**Please carefully consider and record the costs and rationale for accomplishing the proposed grant activities. If the proposal is funded, no individual line item can change by more than + or – 10% without advanced written permission. In addition, new line items cannot be added without prior written approval from the funders.**

**Please be aware of and address the following as applicable:**

1. This grant will pay for only direct costs associated with grant activities. In the budget narrative, please explain the role of each staff person and the functions to be performed in support of the training.
2. Clearly delineate the 25% match and provide an explanation in the budget narrative.
3. Complete each box with the required information. If no funding is requested in a particular line item, please enter zeroes.
4. Do not alter the budget worksheet or budget narrative forms.
5. Enter Organization Name where indicated.
6. Enter Curriculum Model where indicated.
7. Include budget narrative detail as specified on the budget narrative form.
8. Submit a separate budget worksheet and budget narrative for each proposed model.