

COMMUNITY GRANT BUDGET TEMPLATE AND NARRATIVE -- SAMPLE

Please list and explain all project costs to be funded on this page. Be sure to include justification of all line items included in your proposal and identification of other sources of funding. As noted on page one, the budget must be reflective of a working partnership between **at least two** CHNA 20 member agencies.

Further, please provide a 1 paragraph budget explanation (in the empty space below) that provides further clarity, detail and justification of costs and includes an explanation of the lead and any secondary partners.

Item	Amount requested in this application	Other Funding Sources	Sources and amounts of in-kind support	Total Program/Project Costs
Staff 2 Youth Center Staff		\$300.00		\$300.00
Consultant (youth training)	\$100.00		\$100.00	\$200.00
Stipend (10 Peer Leaders, 10 training hours @ \$8.00 per hour)	\$800.00			\$800.00
Supplies	\$50.00			\$50.00
Equipment	\$50.00			\$50.00
Administration (may not exceed 10% of budget requested)	\$50.00	\$50.00	\$50.00	\$150.00
Other expenses (list and explain)				
Total	\$1050.	\$350.00	\$150.00	\$1550.00

**Special note: CHNA 20 COMMUNITY Grants are not made directly to individuals, nor are they made for; general marketing and promotional videos; endowments; independent research; seed money, advertisements, sponsorships, or fund raising events; or for lobbying or other items.*

Budget Justification example: A group of ten peer leaders will work out of the youth center, overseen by the youth center staff, but an outside consultant will be invited to run a special session on HIV transmission with the peer leaders. For a stipend of \$100 she will spend two hours training the youth and will be available for email consultation during the rest of the program. The tape recorder and tapes are to allow the peer leaders to gather input and feedback from other neighborhood youth about the ways that HIV is transmitted and about safe sex. This process will be tape-recorded so that the responses can be used in future training sessions. Markers, paper and other supplies will be purchased to enhance the presentations that the peer leaders will give to after-school programs throughout the year. Funding for the Youth Center Staff is provided by a grant from the neighborhood foundation, and agency overhead, including rent and administration, will be supported by Social Services, Inc.