Smoke-Free and Tobacco-Free Community College Grant

Sample Budget Narrative

The Budget Narrative should provide a line item explanation and justification for expenses identified in the Budget Request Form.  Ensure that each expense clearly relates to and is referenced in the program narrative.  The budget must be cost-effective and appropriate to the scope and nature of the project.  In the Budget Narrative, provide explicit detail regarding each expense. Items must be broken down by per unit cost. If proposing funds for personnel, provide the name of position, base salary, amount of time devoted to the project, and total amount of funds requested in the grant.

1. Personnel Total: $3,750

Student Intern: The student intern will coordinate project activities. The intern salary will be $15/hour for approximately 250 hours of work throughout the project to total a stipend of $3,500.

1. Meeting Expenses Total: $4,350

The taskforce will convene three smoke-free educational events on campus for students, faculty, and staff. The room rental for a four-hour event is $300. The AV equipment rental is $200 and food costs are $15/person at approximately 50 people/event. This totals $1450/event for a total of $4350 for all three events.

1. Printing Total: $1,800

The taskforce will work with a student to design a social marketing posters, buttons, and flyers. The cost to print 100 posters, 500 buttons, 500 flyers totals $1800.

Budget Total: $10,000