**\*BUDGET NARRATIVE TEMPLATE\***

**Budget Narrative: Healthy Native North Carolinians**

**Tribe or Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions: Please provide a detailed breakdown of your project budget for each year in the categories you provided in your budget. The budget and budget narrative should match exactly.

**YEAR 1**

PERSONNEL

*Example: Name, Position, $rate/hour X # hours/week X # weeks= $ total*

PROGRAM EXPENSES

*Example: List specific expenses, cost per item X quantity X # of meetings= $ total*

SUPPLIES & MATERIALS

*Example: List specific expenses X cost per item X quantity X # of meetings= $ total*

EQUIPMENT

*Example: List specific expenses X cost per item X quantity = $ total*

PRINTING & MAILING

*Example: List specific expenses X quantity if applicable= $ total*

TRAVEL (i.e., mileage, lodging, airfare, and registration fees)

*List each trip separately. State the location and general purpose for each trip. Local mileage is also permissible. For mileage, calculate using the 2016 state rate of $0.54.*

**YEAR 2**

PERSONNEL

*Example: Name, Position, $rate/hour X # hours/week X # weeks= $ total*

PROGRAM EXPENSES

*Example: List specific expenses, cost per item X quantity X # of meetings= $ total*

SUPPLIES & MATERIALS

*Example: List specific expenses X cost per item X quantity X # of meetings= $ total*

EQUIPMENT

*Example: List specific expenses X cost per item X quantity = $ total*

PRINTING & MAILING

*Example: List specific expenses X quantity if applicable= $ total*

TRAVEL (i.e., mileage, lodging, airfare, and registration fees)

*List each trip separately. State the location and general purpose for each trip. Local mileage is also permissible. For mileage, calculate using the 2016 state rate of $0.54.*