**\*BUDGET NARRATIVE TEMPLATE\***

**Budget Narrative: Sacred Hoop of Native Health & Wellbeing**

**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* × *# hours/week* × *# weeks= $ total*

*Example:* 1) **Facilitator** - $30/hour × 4 hours × 5 Talking Circles = $600

*Example:* 2) **Research Administrator** - $25/hour × 5 hours × 5 Talking Circles = $625

*Example:* 3) **Grant Administrator** – flat rate of $500 for one year of grant admin = $500

SUPPLIES & MATERIALS

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

*Example*: 1) **Food for lunches** – Food and fellowship is a vital part of Native communities; therefore, providing lunch during Talking Circles, which can last for 4-5 hours, is vital to making them successful.

Lunch Catering (Subway Platter, Serves 5-9) × $38 per platter × 3 platters × 10 Talking Circles = $1,114 total

*Example*: 2) **Flip charts/markers** – Facilitation of Talking Circles may require the use of flip charts and markers to create a visual aid or demonstrate a concept to participants.

Flipchart × $39 per Flipchart × 2 Flipcharts = $80

Flipchart markers × $10 per set × 1 set of markers = $10

= $90 total

EQUIPMENT

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

*Example*: 1) **Chairs –** Due to the large number of people who many attend a Talking Circle, chairs are a necessary equipment expense to ensure adequate seating for all participants.

Metal folding chairs × $10 per folding chair × 20 chairs = $200 total

OTHER PROGRAM EXPENSES

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

*Example:* 1) **Payment of drum group** – Culture is a vital part of the Talking Circle experience; therefore, a drum group will be hired to play opening and closing songs are each Talking Circle.

$500 payment to the drum per Talking Circle × 5 Talking Circles = $2,500 total

*Example:* 2) **Tribal center use and maintenance** - Cost of tribal center operation each month = $1,500. In order to provide an adequate space for Talking Circle attendees, there are associated electrical and maintenance costs. Allowing funding for maintenance will ensure that the tribal center can sustain tribal activities around health and wellness for years to come.

$1,500 cost to operate per month × 2 months of use = $3,000 total

PRINTING & MAILING

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

*Example:* 1) **Print cartridges –** Printing of flyers to advertise for the time, date, and location of each Talking Circle is required to make community members aware and increase attendance.

$125 Ricoh print cartridge × 1 cartridge = $125 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.*

**Travel required for attending training workshop at UNC-CH for each personnel***:*

Personnel 1: 39 miles × $0.54 per mile = $21.06 (Roxboro, NC to Chapel Hill, NC)

Personnel 2: 40 miles × $0.54 per mile = $21.60 (Roxboro, NC to Chapel Hill, NC)

Personnel 3: 14 miles × $0.54 per mile = $7.56 (Durham, NC to Chapel Hill, NC)

**Travel required for each personnel to attend Talking Circles:**

Personnel 1: 10 miles × $0.54 per mile × 10 Talking Circles = $54 (Roxboro, NC to Tribal Center)

Personnel 2: 11 miles × $0.54 per mile × 10 Talking Circles = $59.40 (Roxboro, NC to Tribal Center)

Personnel 3: 43 miles × $0.54 per mile × 10 Talking Circles = $232.20 (Durham, NC to Tribal Center)

**=** $400 total

**YEAR 2**

PERSONNEL

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

SUPPLIES & MATERIALS

*Example: List specific expenses* × *cost per item* × *quantity* × *# of meeting s= $ total*

EQUIPMENT

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

OTHER PROGRAM EXPENSES

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

PRINTING & MAILING

*Example: List specific expenses* × *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.*