



# Budget & Budget Narrative Template

## **Budget Narrative**

Please also provide a budget narrative that explains or justifies the estimated costs by line item or category in the budget. Describe why each item, salary, or stipend is required to fulfill the grant plan or scope of work.

If proposing a fiscal fee, please identify how the requested percentage was identified.

Identify the staff positions at your organization that are authorized to receive or deposit grant funds, issue financial documents, checks or other instruments of payment for workforce development program costs. If grantee plans to hire staff, include the job description for the position(s) being hired.

Any grant plan that involves re-disbursement of grant funds in these ways must specify the circumstances under which the funds can be redistributed, how the grantee will identify and verify the eligibility of fund recipients, measures that will be used to ensure that the re-disbursement process will not be abused, and how the grantee will verify that funds were actually re-distributed (e.g., canceled check).