

## Budget Narrative for XYZ Organization Grant Request

	personnel	requested amount	explanation
Line 12	Director	-	Director is planning project and overseeing contracts and completion of work. Staff salaries come from general operating funds.
Line 13	Communications Manager	-	Manager is working with designer and printer to produce materials. Staff salaries come from general operating funds.
Line 14	Assistant	-	Assistant is supervising contract labor and setting up furniture. Staff salaries come from general operating funds.
Line 20	construction materials	600.00	xyz organization has allocated \$250 to purchase materials from general operating funds and requested the remainder from WCF. Costs are from Home Depot.
Line 21	contract labor to install materials	1,500.00	xyz organization received a grant of \$1,500 to install materials they are requesting the remainder from WCF. XYZ received three bids for this work and selected the most experienced company to install the materials. Bid is attached.
Line 22	printed items	500.00	xyz organization will print 1,000 copies of a brochure promoting the new materials once they have been installed.
Line 23	production costs	875.00	cost to design the brochure is \$1,000. WCF logo will be used on the brochure. A board member will make a gift to cover the remaining cost of the design work.
Line 24	donated furniture in-kind	-	a generous donor will provide furniture for the upgraded space.