



Grants Program

LGBTQ Fund of Mississippi

Instructions for Budget Narrative

Personnel: List all personnel/positions that will be involved in the completion of the proposed work along with their title and the following:

- Salaried Personnel—List each person’s annual salary, the percentage of the person’s time allocated to this work, the time frame for this commitment, and the total to be paid during the time frame for the work.
- Hourly Personnel—List each person’s hourly wage and the total number of hours each person is expected to work, giving the total to be paid during the project’s time frame.

Fringe Benefits: List any fringe benefits to be provided to personnel involved in this work and the cost for such benefits.

Volunteer Time/Services: Provide the names and titles of key volunteers that have specific work responsibilities, include the total number of hours they are expected to work, and the hourly cost of their services.

Contractual Services: Describe the service(s) to be provided, the basis for the cost of each service, and the total cost of each service. For planning grants in which consultants are to be extensively utilized to coordinate or provide services, a full scope of services for such consultants should be attached to the application.

Travel: Describe the purpose of the travel, estimate the total number of miles to be traveled, and note the reimbursement rate for such travel. For any travel costs other than travel in a personal automobile, describe the required travel and its purpose, and each cost associated with such travel. Reimbursements for required overnight lodging and per diem or expense payments while traveling are considered travel costs.

Materials and Supplies: Describe the costs of materials and supplies including duplication, printing, equipment rental, postage, communications, and other services related to the work.

Marketing and Promotion: Describe all costs associated with the marketing and promotion of the work, including advertisement costs, development of brochures or marketing materials (including design), and distribution of such materials.

Equipment Purchases: Describe the equipment and its need with respect to the work, along with the estimated costs.

Other Costs: Note any other costs associated with the work by describing its relation to the work and the basis for the costs.

Matching Funds: (See Budget Form included in this packet)

