**Sample Budget Narrative**

The Budget Narrative should provide a line item explanation and justification for expenses identified in the Budget Request Form.  Ensure that each expense clearly relates to and is referenced in the program narrative.  The budget must be cost-effective and appropriate to the scope and nature of the project.  In the Budget Narrative, provide explicit detail regarding each expense. Items must be broken down by per unit cost. If proposing funds for personnel, provide the name of position, base salary, amount of time devoted to the project, and total amount of funds requested in the grant.

1. Personnel Total: $2,000

Student Intern: The student intern will coordinate project activities. The intern salary will be $10/hour for approximately 200 hours of work throughout the project year to total a stipend of $2000.

1. Meeting Expenses Total: $500

The taskforce will convene a smoke-free educational event on campus for students, faculty, and staff. The room rental for a four-hour event is $300 and the AV equipment rental is $200, for a total of $500.

1. Printing Total: $500

The taskforce will work with a student to design a social marketing poster. The cost to print 50 posters totals $500.

Budget Total: $3,000