**<Organization>**

**<*Project Name*>**

TPS Eastern Region Subaward

**Project Budget Narrative**

Your budget narrative must correspond directly to the items listed in your proposed budget. For each expense, provide a thorough explanation of its purpose and relevance to the project. Justifications should demonstrate how each cost supports the goals and activities outlined in your proposal. Please enter your justification directly into the provided template. You may remove the instructional text before submitting.

**Financial Contact Information:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TPS Funds Requested** (maximum $22,250): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Budget Narrative**

Describe costs directly associated with implementing your proposed project. Provide detail showing how the itemized costs in each category (where relevant) were calculated. Only include costs directly associated with your grant proposal.

* **Staff salaries, wages, and fringe:** *Include names/roles of personnel involved in the project; enter the base salary (annual compensation or hourly wage) and identify allocation of time each employee will devote to the project. Include benefits provided for key personnel, with fringe rate (if applicable). Provide a copy of organization’s fringe benefits policy.*
* **Consultant services:** *Fees for hired instructors (under contracts for work) to deliver specific program events or contractors providing professional and consulting services rendered by members of a particular profession who are not employees of your institution/organization. Travel costs for consultants only are reported here.*
* **Equipment:** *Equipment that facilitates TPS program-specific activities. Please note that only materials that cost more than $10,000 per unit should be classified as equipment.*
* **Supplies and Materials:** *Examples are handbooks, manuals, or other printouts distributed at conferences or trainings.*
* **Participant Stipends or Honoraria:** *Include stipends or honoraria for project participants.*
* **Facilities:** *Only rental fees are allowable.*
* **Travel:** *Costs include transportation, lodging, and subsistence, and incidental expenses for project staff and participants. Consultant travel should be included under "Consultant Services."*
* **Other Direct Costs:** *Additional expenses should be included. For example, substitute teacher fees.*
* **Indirect Costs:** *Note: Indirect costs are computed by applying the organization’s federally negotiated indirect cost rate to the project’s Modified Direct Costs (see* [*2 CFR 200.414*](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414) *for indirect costs rules and* [*2 CFR 200.1*](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-A/subject-group-ECFR2a6a0087862fd2c/section-200.1) *for definitions of Modified Direct Costs and participant support costs) not to exceed 15%. If the organization does not have a negotiated rate, organizations may request up to 15%*.

**Total Funds Requested** *(includes direct and indirect costs, if applicable)*: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_