* Ensure all necessary project costs are identified in the budget narrative/justification.
* Complete the budget narrative to support the budget table by providing a description and justification *for each category*. Please describe how you arrived at your total for each category.

|  |  |
| --- | --- |
| **Proposal Budget Table** | |
| **Budget Category** | **Total** |
| Personnel (Salary and Fringe)  \*Fringe maximum 25% of salary |  |
| Capacity Building Costs |  |
| Consultants |  |
|  |  |
| **ANNUAL SUBTOTAL** |  |
| **\***Indirects (10% max of all budget categories) |  |
| **TOTAL** |  |

**Budget Narrative**

Narrative must include calculation details (“the math”) for each category, e.g.,

* 1. Personnel:

Document each position required to direct or implement the proposed project - to include %FTE, accompanying salary and fringe benefits (maximum 25% of salary). This category does not include consultants or contract workers not considered regular employees of the organization.

* 1. Capacity Building Costs:

Document costs directly associated with implementation of this work (travel, supplies, convenings, memberships, etc.). Break out subcategories in your narrative to support total dollars requested.

* 1. Consultants:

Document costs for contract workers who are not regular employees, such as board development, communication, or evaluation consultants used for a specific, time-limited purpose.

* 1. Indirect Costs:

KHF allows indirect costs (costs not proposal-specific but support organization’s overhead) up to maximum of 10% of requested grant amount. Indirects are costs not easily identified with a specific proposal yet are necessary to the operation of the proposed effort. (Postage, telephone bills, printer ink, facility rent or lease, utilities, etc.)