

Budget Proposal and Narrative Instructions

1. In order to ensure consistency and proper fiscal reporting standards, each grantee is required to use these forms to document their budget and, once the grant is awarded, all expenditures against that budget.
2. Please do not change the documents other than to provide the specific information that is requested.
3. The budget proposal and budget narrative documents consist of specific budget categories and justifications that must be filled out. The budget proposal document will automatically calculate totals.
4. Please note: each line item on the budget proposal must, in order, match the corresponding line item on the budget narrative. For instance, if "Chief Executive Officer" is written in line one of the **Staff Salary and Benefits** section in the **Budget Proposal**, it must also be written on line one of the **Staff Salaries** AND line one of the **Staff Benefits** section in the **Budget Narrative**.
5. Once you have completed the appropriate information within the budget proposal and the budget narrative sections, please submit an electronic copy to OVR as part of your grant application. This budget information will be made part of the grant agreement.