

## Example 2: Budget Narrative Table

**NOTE:** The Federal dollars requested **may not** be used to purchase trees, plant materials, food, (equipment, with a cost of \$5,000 or greater) or capital improvements to property of any ownership. If one is unsure if the item, they are proposing is eligible, please contact the executive staff, Nancy Stremple.

*This Narrative Budget Table should be cited in the narrative when the applicant is discussing the work to be performed and the cost to execute the specific work activity.*

**Applicant: ABC University**

Project: Develop and distribute tree care information in Spanish

	Federal Funds (requested)	Non-federal Match Cash / In-kind		Total	Source of Matching Funds
Personnel*	\$8,200	\$4,200		\$12,400	ABC University.
Brochure layout	\$1,000	\$800	\$200	\$2,000	XYZ Design
Printing costs**	\$9,000	\$3,000		\$12,000	EZ Printing Co.
Distribution costs***	\$1,800	\$5,000		\$6,800	Green Foundation and local volunteers
Travel to meetings^	\$2,400	\$3,000		\$5,400	ABC University
Sub Total		\$6,600		\$6,600	
Total Cost:	\$22,400	Total Match = \$22,800		\$45,200	

\*Personnel:

1. 300 hours @ \$14 per hour = \$4,200
2. 100 hours @ \$10 per hour = \$1,000
3. 500 hours @ \$ 6 per hour = \$3000

\*\*Printing: 20,000 copies, 8-pages each, 4 colors.

\*\*\*Distribution: copies will be sent to federal and state urban forestry coordinators and will be available on request to all callers for at least one year from date of completion.

^ Travel for 2 people to present at two conferences.

Make sure a break-down of hours is listed