

Sample Budget Narrative - 2023 Emergency Planning Grants (Limit 1-page)

[Brackets indicate LEH instructions. Fill in information and remove brackets before finalizing.]

Key Project Staff: This project will be supervised by [*project director's name*] the [*project director's title*] at [*organization's name*].

Grant funds of \$5,000 will be used to pay for [*detail the total project cost to support emergency planning, broken out below by line item*].

[The following options are suggestions for eligible expenses. The grantee can use one of the following options, some combination thereof, or reference these examples as a guide for describing other applicable emergency planning expenses. Remove any sections that do not apply to your specific project.]

(Option 1) Grant funds [\$#,###] will be used to contract with [*contractor*] to provide consulting expertise in developing/updating [*organization's*] written emergency plan.

(Option 2) Grant funds [\$#,##] will be used to underwrite staff time of [*name & role of staff member, based on an annual base salary of \$##,### at ## percent of annual effort*] to develop and/or update [*organization's*] written emergency plan.

(Option 3) Grant funds [\$#,###] will be used to support training expenses for [*number*] of staff members to attend a training workshop [*workshop name, location, & dates*] and/or bring [*training facilitator name*] from [*city of origin or organization name*] to [*destination*] for [*number of days/nights*] to train staff onsite in best practices and standards for emergency planning.

The budget is as follows:

A. Salaries & Wages: [\$#,###] from LEH funds to pay for the [*## percent*] of annual staff time of [*staff member's name and role*] to [*describe staff member's project responsibilities*].

C. Consultant Fee: [\$#,###] from LEH funds to hire [*contractor's name*] for [*describe contractor's proposed activities*].

D. Travel: [\$#,###] from LEH funds to pay for [*specify purpose of travel (i.e. traveling to a workshop or bringing a training facilitator in), origin and destination locations, duration and supported costs*].

H. Other: [\$#,###] from LEH funds to pay for [*clearly and briefly describe supported costs directly related to emergency planning activities*].