**Download a copy of this form for your use. Do not enter content in the template.**

**Budget Narrative Template (Limit 1-page)**

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

A total of $#,### grant funds will be used to pay for [*detail the total project cost to support activities, broken out in the following section by the corresponding line item in your budget*].

A. Salaries and Wages (Administration): [$#,###] 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*].

B. Honoraria (Scholars): **N/A**

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 costs by line item*].

E. Supplies and Materials: [$#,###] from LEH funds to pay for [*specify costs by line item*].

F. Equipment ($10,000+ per unit cost): **N/A unless otherwise discussed with your Program Officer**.

G. Facilities: [$#,###] from LEH funds to pay for [*specify costs by line item*].

H. Printing and Publicity: [$#,###] from LEH funds to pay for [*specify costs by line item*].

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

Total Costs Requested from LEH:

Total Cost-Sharing included (if required by grant program):