



**GRANT REQUEST  
PROJECT/PROGRAM EXPENSE NARRATIVE**

*Updated January 2021*

The project/program expense narrative supplements the information provided in the horizontal rows of the project/program budget form. Together, the project/program budget form, project/program expense narrative, and project/program income form should provide a complete financial description that supports the proposed project/program plan.

**Please complete all sections entirely and accurately.  
To ensure accuracy, please refer to HFL's Glossary and Budget Samples.**

**PLEASE NOTE:** You may select the same expense category for multiple lines if applicable.

<b>Organization Name:</b>	Wellness Foundation, Inc. (WFI)
<b>Project/Program Name:</b>	Health is Good
<b>Total Amount Requested from HFL:</b>	\$25,000
<b>Total Project/Program Budget:</b>	\$84,850
<b>Grant Start Date - Grant End Date:</b>	7/1/2021 - 6/30/2022

<b>Expense Category</b>	<b>Itemized Expense(s) Include <u>only</u> HFL \$ Amount (s)</b>	<b>Brief Description of Expense</b>	<b>How will HFL funds be used?</b>
Salaries & Wages	\$10,000	Project/Program director salary (resume and job description attached)	HFL will support 20% of project/program director's salary (\$50,000)
Employee Benefits & Taxes	\$2,500	Payroll taxes, health insurance, retirement for the portion of the salaries listed above	HFL will support 20% of benefits
Contract Services/ Professional Fees	\$3,000	Graphic design, including web design	HFL will support 86% of the development of promotional/informational materials. Other contracted services include instructors/educators to support the program during the program's busiest months
Equipment	\$2,800	The purchase of durable equipment to carry out the work of the program	HFL will support 85% of this purchase
Supplies	\$2,600	Informational packets and health kits for "Health is Good" clients	HFL will support 100% of the cost of the packets
Telephone/ Utilities	\$600	Phone and Internet access for project/program staff at new off-site location related to project/program	HFL will support 50% of the total costs

Staff & Board Training & Development	\$500	Costs associated with educational opportunities for project/program staff	HFL will support 33% of the costs associated with this educational development.
Travel related expenses	\$2,000	Costs associated with travel and fees for staff to attend the annual "Health is Good" national conference	HFL will support 89% of the costs associated with this educational opportunity
Indirect Costs	\$1,000	Indirect costs associated with administrative and general expenses WFI incurs as part of the "Health is Good" program.	Equates 10% of salaries paid for by HFL, per HFL Policy.

SAMPLE