

**APPENDIX F**  
**Budget Narrative Form**

**Program costs per Resident/Broker/Agent award can total no more than \$10,000 per year**

The Budget Narrative Form must include an explanation of estimated costs by line item, or category, and a brief explanation of how costs relate to the implementation of the proposal submitted:

- Personnel: Enter a description of the itemized personnel (staff) costs requested. These costs should only include the labor costs of the organization's staff, not those of contractors or other third parties.
- Materials and Supplies: Describe and itemize the materials and supplies requested for the purchase, the intended purpose, and how the estimated costs were determined for each item.
- Advertising/Marketing: Describe and itemize the advertising and marketing costs proposed, and how they will support the purpose and goals of the project, and how costs were estimated.
- Other Direct Costs: Enter a description of each budgeted cost item that does not appropriately fit in the above categories. Explain the need for each item, how it will further the objectives of the project, and how the cost estimation was determined.

PERSONNEL: Position Title	Salary/Wages	Location	Percent of Time	Months	Amount Requested	COMMENTS/NOTES
<b>SALARIES &amp; WAGES</b>						
<b>TOTAL SALARIES &amp; WAGES COSTS:</b>					\$ -	
<b>MATERIALS AND SUPPLIES:</b>						
<b>TOTAL MATERIALS AND SUPPLIES COSTS:</b>					\$ -	
<b>ADVERTISING AND MARKETING:</b>						
<b>TOTAL ADVERTISING AND MARKETING COSTS:</b>					\$ -	
<b>OTHER DIRECT COSTS:</b>						
					0	
<b>TOTAL DIRECT COSTS:</b>					\$ -	
<b>TOTAL COSTS:</b>					\$ -	
<b>TOTAL BUDGET:</b>	<b>\$10,000.00</b>					

**Broker Name:** \_\_\_\_\_