



Instructions for Completing the Line Item Budget and Budget Narrative

The Line Item Budget must be submitted using the Excel template available from the Desert Healthcare District and Foundation website (www.dhcd.org). Project budgets must include each line item for the total project, detailing each line item for which support is being requested, along with any other sources of funding for those same line items. Be sure to complete all three worksheets of the budget document.

A detailed narrative of project expenses must be included; a section of the spreadsheet was created for the budget narrative. For each line item in the budget, please provide a detailed description of how the requested funds will be used.

Please note: Once a grant is approved, line items may not be added or changed without a grant amendment and prior authorization is required for transferring funds (<10%) between existing line items.

SECTION 1 - Operational Costs

- Total Staffing Costs:* All employees' salaries, related fringe/employer taxes, and professional services/consultants allocated to the project (detailed in Section 2 -Staffing Costs).
- Equipment:* Include all project specific equipment purchases. Itemize each item purchased and its cost.
- Supplies:* Include cost of all supplies, including office supplies, related to the project.
- Printing/Duplication:* Include such items as: printing, copying, and publication services related to the project.
- Mailing/Postage:* Any mailing and postage expenses related to the project.
- Travel/Mileage:* Include any travel expenses associated with the project. Mileage rate is based on the current IRS mileage rate.
- Education/Training:* Specific to the project and workforce development to increase the capacity of the organization.
- Office/Rent/Mortgage*:* Include line items for facility costs used in the calculation of the project budget (not funded by DHCD).
- Telephone/Facsimile/Internet*:* Include phone, fax and electronic communications used in the calculation of the project budget (not funded by DHCD).



- Utilities**: Include line items for the cost of utilities incurred by the facility(ies) in the calculation of the project budget (not funded by DHCD).
- Insurance**: List any project insurance needs used in the calculation of the project budget (not funded by DHCD).
- Other program costs*: Account for any other project specific costs not already listed.
- Indirect Cost Rate*: 10% allowed, calculated on DHCD funded project line items which do not list an “*”.

*Items are included for calculation of the total project budget only. For use of DHCD funds, these line items would be included in the allowable 10% indirect cost rate.

SECTION 2 - Staffing Costs

- Employee Position/Title*: Identify each employee position/title, annual salary, percentage of time allocated to the project (i.e., 1.0 FTE, 0.5 FTE), and actual salary. **(Please describe in detail the scope of work and duties for each employee in the budget narrative).**
- Employee Benefits/Employer Taxes*: Include a total percentage and amount of all related benefits and for **ALL** previously listed employees based on % of time allocated to project. **(Please describe in detail the employee benefits including the percentage and salary used for calculation in the budget narrative).**
- Professional Services/ Consultants*: Provide the company and staff title, along with the hourly, hours/week worked, and/or monthly fees for any professional service or consultants related to the project. **(Please describe in detail the scope of work for each professional service/consultant on this grant in the budget narrative and provide MOU or contract).**

SECTION 3 – Other Program Funds

- Other Funding Received*: Include actual or projected funding from fees, donations, grants, and/or any fundraising activities specific to the project.
- Other Income*: Include any bequests, membership dues, in-kind services, investment income, fees from other agencies, etc...

Please describe in detail all fees, donations, grants and other income for the project in the budget narrative.

“Total funding in addition to DHCD request” should match or exceed value listed in Section 1 for “Funds from Other Sources”.