



Budget Narrative Guide

COVID-19 Response Fund for Nonprofits & Public-School Districts

For the Budget Narrative, please type a narrative explaining in further detail the items listed on the Budget Worksheet. The Budget Narrative may be typed in a Word Document or a PDF Document; please limit this to 2 pages.

Income

Secured Income: please list only income that has been **received** in relation to the COVID-19 pandemic. If you have received a grant from Obici Healthcare Foundation previously and will be using those funds in response to COVID-19, please list that here.

Pending Income: please list only income that you have applied for or that is pledged but has not yet been received in relation to the COVID-19 pandemic. For example, if you have applied for a PPP loan and have not received it, this would go under Pending. Please also list the your OHF total request under this column.

Expenses

Personnel: please provide a detailed narrative of staffing expenses expected related to COVID-19 response. Any new positions added that are funded by the Foundation must be **temporary** positions as this is a one-year one-time grant and is not meant to sustain additional permanent staff members. Please identify each position, salary, percentage of time devoted to the project (if applicable), and source of funding. If you have staff supported by PPP loans, please list that expense under the "Other Sources" Column.

-Consultants: Include fees, honoraria and expenses paid for consulting and professional services of individuals or organizations that are **not** paid staff of your organization. Examples: tax/compliance assistance, IT support to facilitate remote work, etc.

-Fringe: Include related benefits and taxes allocable to each salary. Fringe may be represented as a percentage of salary.

Other Expenses: please provide a detailed narrative of the Other Expenses that are related to your request in response to the COVID-19 pandemic. If supplies and materials are provided on a per person basis, please list the cost per person in the narrative.

-Cleaning Supplies: what cleaning supplies are being purchased to follow CDC recommended sanitizing guidelines?

-Other Cleaning Expenses: provide a detailed list in the Narrative of what cleaning expenses are unique to keep your organization functioning, and what additional measures are being taken to comply with the CDC guidelines.

-Safety Materials: provide a detailed list in the Narrative of what safety materials will be purchased to enable social distancing, diagnostic testing, etc. and assist in application of other CDC guidelines **not related to cleaning/sanitizing**.

-PPE: provide a detailed list in the Narrative of what PPE is needed by your organization to protect your staff, vendors, etc. and remain compliant with new rules and regulations.

-Printing/Publications/Media/Advertising: provide detail on what expenses your organization plans to incur related to COVID-19 response and information sharing. Examples include: mandatory FFCRA posters, information flyers, etc.

-Supplies/Postage/Utilities/Telephone/Office Space: Please provide a brief narrative of these expenses your organization expects to incur and what they will be used for.

-Other: Please provide a detailed list of any other expenses not listed above that your organization expects to incur in relation to additional resources and efforts necessary to manage the COVID-19 crisis efficiently and effectively.

Capital Expenditures: Please provide a detailed narrative of any capital expenditures related to the COVID-19 pandemic response, and what they will be used for. **iPads, laptops, and computers will not be funded by the Foundation.**