Budget Narrative Guidelines—Imagine, Innovate & Leverage Request for Proposal

The Budget Worksheet must be accompanied by a Budget Narrative that includes a description for each line item in the budget and how the cost was determined. The following guidelines will help applicant organizations determine where expenses should be included in the Budget Worksheet and how to provide further detail.

Budget Line Items:

a. **Sources of Support:** Identify individually each additional Foundation, Nonprofit, Federal and/or state grant(s) and other external secured or pending sources of support. Identify internal cash resources (under Other). Identify what components of the project will be accomplished with Matching/In-kind Support, donated and/or volunteer services.
b. **Personnel:** All personnel expenses that are allocated to the project must be related to **ONLY NEW, Temporary** positions. Identify each position, expenses, percentage of time devoted to the project, and source of funding.
c. **Fringe:** Include related benefits and taxes allocable for **ONLY NEW, Temporary** positions. Fringe may be represented as a percentage of salary.
d. **Consultants:** Include fees, honoraria and expenses paid for consulting and professional services of individuals or organizations that are not paid staff of applicant organization.
e. **Printing/Publications**: Include expenses for production of printed materials.
f. **Media Costs/Advertising:** Include expenses for newspaper, radio, television, billboard, etc.
g. **Program Supplies:** Include subscriptions, books, and other consumable materials for programmatic use.
h. **Office Supplies:** Include paper, ink, pens, pencils, etc. for office use.
i. **Postage:** May include U.S. Post, FedEx, UPS and other postage carriers.
j. **Utilities/Telephone:** Include cost per month.
k. **Other:** Include other eligible expenses associated with project.
l. **Capital Expenses:** Capital expenses must be explicitly linked to enhanced programmatic implementation.

Additional Inclusions & Considerations:

- Please include a proposed breakdown of amount needed for project start date.
- Please include a proposed project period (up to 18-24 months).
- Obici Healthcare Foundation does not fund requests for administrative or overhead fees.
- All support costs should be delineated by line item.

Assistance:

If you have questions regarding the Imagine, Innovate & Leverage Grant Opportunity and/or its proposal requirements, please contact the Foundation at (757) 539-8810 or via email at info@obicihcf.org prior to submitting a request for funding.

Current Cycle 1 Deadline—Friday, September 10th, 2021, at 2:00 P.M. EST

Tentative Cycle 2 Deadline—Friday, December 10th, 2021, at 2:00 P.M. EST *(Cycle 2 funding will be available, if there are funds remaining after Cycle 1 Decisions.)