



Healthy Behaviors Partnership Development, Planning, and Implementation Grants (PPI Grants) Grant Budget Narrative Guidelines

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:** Include limited amount of personnel support required for project. Identify each position, expenses, percentage of time devoted to the project, and source of funding.
- c. **Fringe:** Include related benefits and taxes allocable to personnel on this project. Fringe may be represented as a percentage of salary.
- d. **Consultants:** Include a limited amount of fees, honoraria and expenses paid for consulting and professional services of individuals or organizations that are not paid staff of applicant organization.
- e. **Equipment:** Include costs of equipment and labor to install.
- f. **Media Costs/Advertising:** Include expenses for newspaper, radio, television, billboard, etc.
- g. **Capital Expenses:** Capital expenses must be explicitly linked to enhanced programmatic implementation.
- h. **Other:** Include other eligible expenses associated with the project.

Additional Inclusions & Considerations:

- 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 PPI 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.