School-Based Substance Use Prevention Grant

BUDGET NARRATIVE FORM FY26

For each line item in the budget form provide a brief narrative description of how it will be used to support the proposal. For all personnel costs, please provide hourly rates multiplied by the number of hours funded by this proposal and itemize all costs over $500.00.

|  |  |
| --- | --- |
| **PERSONNEL** | **$** |

* 1. Salaries (provide individual salaries below)

B. Fringe Benefits: Brief description of the benefits offered by your organization and total benefits budgeted

|  |  |
| --- | --- |
| **OPERATING** | **$** |

1. Advertising/Marketing
2. Equipment
3. Materials/Supplies
4. Rent/Mortgage

(Per SAMHSA: Rent is typically already covered by your indirect costs; however, if the space is a programmatic/service site expense, the cost may be a direct charge. Rent should be calculated based on square footage or FTE and reflect SAMHSA’s fair share of the space.)

1. Sub-Contracts/Grants (list subrecipient(s) and itemized scope(s) of work)
2. Telephone (if a direct service cost)
3. Training/Education
4. Travel
5. Utilities
6. Other Direct Service Costs (list individually below)

|  |  |
| --- | --- |
| **INDIRECT/ADMINISTRATIVE**  | **(insert total amount)** |

1. Include your direct rate amount

|  |  |
| --- | --- |
| **GRAND TOTAL**  | **(insert total amount)** |