



# CBO-PHG FY 2024-25 Grant Application

## EXHIBIT B

### DIRECTIONS

The following information should be provided in the format as shown below.

1. A one (1) page budget narrative is required that:
  - a) Describes each line item.
  - b) Explains changes in funding requests.
  - c) If these funds will be used for a **community** match required by other funding sources, list the other funding source, and the amount of the match required.
  
2. Provide a budget, using the format below, that includes the following information:
  - a) Description of all funding sources for the proposed program/project, including funding received from County sources or those not secured.
  - b) Identifies the part of the proposed program/project the requested funds will be used for
  
3. If your organization is submitting one application for multi-programs/projects, submit a separate budget for each program/project request.
  
4. The current year organizational budget. If the applicant is a County department, submit your current fiscal year line-item actuals.



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### PROGRAM BUDGET REQUEST FORM

	Project Expense	Grant Budget Requested	Other Funding Available* Amount & source
<b>I. PERSONNEL EXPENSES</b> (associated with the proposed project)			
<b>Subtotal - Personnel Expenses</b>			
<b>II. OPERATING EXPENSES</b> (associated with the proposed project)			
<b>Subtotal - Operating Expenses</b>			
<b>III. INDIRECT @ _____ OF PERSONNEL</b>			
<b>Total Grant Project Expenses</b>			

\*List in this column all agency funds available to support the project. Indicate with a "@" next to the amount that are in-kind and a "NS" for those not yet secured.