

**WEST VIRGINIA  
DIVISION OF JUSTICE & COMMUNITY  
SERVICES**

**EXAMPLE**

**BUDGET NARRATIVE**

Provide here a justification and explanation of the budget items shown on pages 3 and 4 of this application. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed. In completing the project budget narrative, please identify data by the major budget category involved (e.g., Personnel/Contractual, Travel/Training, Equipment, and Other). Please differentiate between project grant and matching funds (if applicable). For all Personnel/Contractual positions (salary, hourly, overtime) that are requesting Fringes please list the percentages (%) for each. For all hourly positions (not salaried) please include an hourly rate and the number of hours to be worked per month.

**Applications submitted which do not provide a sufficient narrative may be subject to exclusion. Use additional blank pages as necessary.**

**\*\*The below will serve as an example. Benefit rates will be different as will match, etc.**

**Personnel/Contractual**

Full time victim advocate with a total salary of \$35,000 per year. 80% of salary and benefits are requested through JAG grant funding.

FICA-	7.65% of taxable wages
Workers Compensation-	2.4%
Unemployment-	1.7%
Insurance-	Family Plan \$550.00 per month
Retirement-	12%
Other-	

Part time advocate with an hourly rate of \$15.50 per hour. Advocate will work 80 hours per month under JAG grant.

FICA-	7.65% of taxable wages
Workers Compensation-	2.4%
Unemployment-	1.7%
Insurance-	Family Plan \$550.00 per month pro-rated for 80 hours.
Retirement-	12%
Other-	

Total Personnel/Contractual Grant Funds Requested=\$50,000

**Travel/Training**

Training funds to attend one national victim advocate training and local travel funds not to exceed State of WV Travel regulations.

Total Travel/Training Grant Funds Requested=\$3,000

MATCH-Mileage to conduct various visits and trainings=\$1,000

**Other**

Brochures  
Office Supplies (paper, paperclips, etc.)  
Fax Machine  
Total Other Grant Funds Requested=\$3,000

MATCH-Copy machine=\$2,500  
MATCH- Rent & Utilities=\$15,167