

Office of the State Long-Term Care Ombudsman  
Designation & Service Review 2011  
Sample Budget Narratives

The purpose of a budget narrative is to present clear justification for all expenses outlined in the budget. Narratives should describe each line item, showing how amounts were derived and explaining how the line item relates to the program or specific project.

Budget narratives should provide brief descriptions of the duties of all positions, justify all equipment purchases, explain how budget will help achieve goals and objectives, and address sustainability (i.e. describe efforts to increase resources). Additionally, the budget should identify direct and indirect costs and explain cost allocation methodologies. The budget and the budget narrative should clearly identify funding sources. The budget narrative should be prepared by the RP Director and should list any other staff that assists in preparation of the budget narrative.

Sample budget narratives follow. These samples are incomplete and are not specific to the ombudsman program. They are intended to show examples of format and some content. If you have questions, please contact the State Office.

*Sample Budget Narrative A*

**1) Significant Line Item Descriptions** - describe each significant line item, showing how amounts were derived and explaining how the line item relates to the activity. The budget narrative for an organization should address at least the five largest categories in that organization's overall budget.

▪ Program Director - \$46,000

Salary and benefits for one full-time program director for one year to manage program implementation. Responsibilities will include: primary contact for participating agencies; oversight of data collection, administrative activities.

▪ Evaluation - \$12,000

A consultant will track and evaluate the program, and provide recommendations for improvement and funding streams. The consultant will also create a final report that documents the impact of the program. In addition, the consultant will work with the program director to create a model that can be replicated and used as a tool to expand the program to other target areas. The consultant will be paid \$1,000 per month for the 12 months coinciding with the proposed grant period.

**2) Pending Funding**

Our organization has the following proposals pending:

- ABC Foundation \$5,000
- DEF Foundation \$10,000
- Doe Family Foundation \$2,500

TOTAL: \$17,500

**3) Sustainability** - comment on how the organization intends to sustain the budget.

Our organizational development plan (attached) outlines efforts to implement multiple fundraising events and to launch an individual donor campaign and a direct-mail-solicitation program.

### *Sample Budget Narrative B*

#### **Personnel (\$79,180)**

- 1) \$35,000 will cover personnel costs for the full-time Director.
- 2) \$5,400 will cover the cost of overtime for staff involved in a Joint Law Enforcement Operation within the designated area.
- 3) \$2,600 will assist in the cost incurred to increase .....
- 4) \$12,600 will cover the cost of .....
- 5) \$7,140 will cover the cost of 4 hours per day, five days a week (20 hours) x 52 weeks for a community outreach worker.
- 6) A match amount of \$12,600 will cover the personnel cost for one ombudsman who will dedicate 35% of their time on .... within the designated area.

#### **Fringe (\$11,787)**

- 1) \$6,493 will cover the fringe benefits for the Director at a rate of 18.55%.
- 2) \$2,337 will cover the fringe benefits for the .....rate of 18.55%.

#### **Travel (\$17,500)**

Description of all planned travel and how expenses were estimated (e.g. 42 cents per mile x 15000 miles which includes 2009 miles plus 10% increase, X miles increase in order to achieve quarterly visitation target).

#### **Equipment (\$25,939)**

- 1) \$2,000 for a computer, printer, and fax (\$300) for the Volunteer Coordinator to conduct business via e-mail, Internet, etc, to help prepare required reports and to prepare newsletters for residents in the designated area.
- 2) \$4,500 for 2 laptops (\$2,000 ea.) and printer (\$500) for the staff involved in the Joint Law Enforcement Task Force.
- 3) \$500 for the purchase of 10 digital/cellular telephones to be used by .... for the ...
- 4) A match amount of \$1,600 will cover the cost of 10 workstations

#### **Supplies (\$3,657)**

- 1) \$1,607 will cover supply costs for the entire office based on .....

#### **Contractual (\$50,570)**

\$36,000 for computer instructor who will conduct computer training in the computer lab. The Community Outreach Trainer will develop a curriculum for community outreach and train neighborhood associations on the curriculum.