



Lake County Continuum of Care

Grant Selection Scoring Group

Budget Review

The LCCoC asks applicants for a budget table and a narrative (sometimes called a budget justification). The budget table displays total costs for each category of the budget. The budget narrative explains how costs were estimated and the need for the cost. The narrative defines the grantee-forecasted project cost items. The Grant Selection Scoring Group will be a variety of budget formats. Scoring will be based on content, not format.

Budget Table

The budget table should lay out the expenses/capital over the period of the grant. The important categories include personnel, fringe benefits, travel, equipment, materials/supplies, contracts, construction, professional development, indirect costs, direct service costs and administrative costs.

Budget Narrative

The budget narrative can be included in the budget table or as a supplemental document. The general requirements for the narrative are:

- The budget narrative must correlate with the grant specifications/legislation identified in the grant.
- The budget narrative should breakdown costs for each of the major categories.
- Describe each line item in the budget table and show the calculations to derive the costs. Current Unit cost or forecasted cost should be included.
- Expenses should be justified in the context of the proposal.
- Justify the use of consultants and subcontractors with milestone dates and deliverables as funds are spent.
- Explain how indirect costs were calculated.
- Each item must correlate to specific activities described in the body of the project.

Indirect Costs

The indirect costs are the costs necessary for the general operation of an organization to deliver their services or conduct their business. Indirect costs include rent, utilities, and overhead expenses. Other funding sources should also be identified including volunteer hours or in-kind donations.

Administrative Costs

Administrative costs are those that support the entire organization and are often limited by statute. Examples of administrative costs include fiscal operations, executive salaries, and legal counsel.