# Budget Narrative

**Project Title**: *[Your project title]*

**Organization(s)**: *[Lead organization and partners]*

**Request Amount:** $*[Request in USD]*

## Line Items (as applicable)

### Salaries/Wages:

**[*Expense, copied from Column B of Budget Template*]**

*[Description]*

Total: *[Budgeted amount, copied from Column J of Budget Template]*

### Fringe benefits:

### Training/Consultant fees:

### Administrative support:

### Equipment/Supplies:

### Services:

### Conference expenses:

### Other:

## In-house digitization costs (*if applicable*)

[Provide an explanation for cost-estimates related to in-house digitization]

## Vendors (*if applicable*)

[Provide justification for the vendor/contractor selection and any additional explanation of their expected work or costs. These should be supported by uploads to the “Service Estimates/Quotes” as explained in the Applicant Handbook]

## Grant management

[Briefly explain how the lead applicant organization would manage the grant funds if awarded]

## Cost share (*if applicable*)

[Describe any organizational cost-share from the lead applicant organization and, if applicable, any collaborators. Cost share is not a requirement of this program.]

## Private foundations (*if applicable*)

[Address the foundation’s need for external funding for the proposed project.]

## Collaborative partners (*if applicable*)

[Describe how grant funds will be shared with participating collaborative organizations.]

## Canadian dollar exchange rate (*if applicable*)

[Provide a brief explanation of the conversion and exchange rate used to calculate expenses]