

Form B - ACAC Budget Narrative

County ACAC: _____
County ACAC Contact Person: _____ Phone Number: _____ Email: _____
Date of Application: _____
Project Title: _____
Person(s) Responsible for Overseeing Project: _____

	<u>Project Budget</u>	
Personnel:	\$	_____
Facilities:	\$	_____
Travel:	\$	_____
Reasonable Accommodations:	\$	_____
Contractual:	\$	_____
Supplies and Materials:	\$	_____
Other Costs:	\$	_____
Total:	\$	_____

Personnel: Provide a description of personnel costs that would be directly associated with implementing and managing the project. _____

Facilities: Provide a description of facility costs related to any events, such as information fairs, job fairs, conferences, or training sessions. Include a description of efforts to secure free facilities. _____

Travel: Provide a description for travel expenses necessary for the project. Explain who will be doing the traveling and how it relates to the project. _____

Reasonable Accommodations: Provide a description, i.e., number of hours and rates, to project costs of sign language interpreting, CART, alternate format production, assistive technology, and other accommodations necessary to ensure equal and full participation by people with disabilities. _____

Contractual: Provide a description and explanation for any contractual purchases necessary for the project. For each proposed contract, describe and explain the nature of the goods or services purchased, its role in the project and the rate and amount. If the contractor has already been identified, attach documentation of the contractor's qualifications to the budget narrative. _____

Supplies and Materials: Describe and explain the costs associated with any supplies or materials purchased or developed for the project. Please itemize the supplies/materials requested. How does this purchase impact people with disabilities? _____

Other Costs: Describe and explain any other costs associated with the project. _____

In-Kind: Describe and provide values for planned in-kind contributions in support of this project. _____