



State of California - Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
Office of Grants and Local Services

Statewide Park Development and Community Revitalization Program(SPP)

Budget Narrative - Checklist Item #5(C)

Applicants must submit a Budget Narrative with their application. The purpose of the required Budget Narrative is to evaluate how the applicant determined the total budget for their proposed project. Applicants should complete Checklist Item #5(A) - Grant Scope/Cost Estimate Form prior to writing their Budget Narrative.

What should you include in the Budget Narrative?

The Budget Narrative length must be sufficient to address **all** line items on the GRANT SCOPE/Cost Estimate Form. Applicants can complete this requirement by submitting either a Word or PDF document with their online application.

Example #1: Did the Applicant utilize in-house staff or contractors to determine a reasonable requested amount for the lump sum cost of a recreation feature or major support amenity?

Example #2: What combined cost factors did the applicant include for determining the total cost of each item listed on the Grant Scope/Cost Estimate Form? Example of a playground's combined cost items can include:

- Recreation feature cost
- Shipping cost
- Construction cost
- Eligible indirect costs
- Contingency costs