



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

Budget Narrative (Checklist Item #5.C)

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

What should be included in the Budget Narrative?

The Budget Narrative length must be sufficient to address **all** line items on the GRANT SCOPE/Cost Estimate Form. This requirement can be completed 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/Major Support Amenity?

Example #2: What combined cost factors were included, for determining the total cost of each item listed on the GRANT SCOPE/Cost Estimate Form? For example, what combined cost factors were included, such as item cost + shipping cost + construction cost + possible indirect or contingency costs for the total cost of a playground?