

BUDGET NARRATIVE

NOTE: These funds **CANNOT** be used to pay for entertainment, fundraising, or lobbying efforts.

No more than \$50 may be spent on food for the event. If you spend more than \$50 on food, you will only be reimbursed/funded for \$50.

No more than 33% of the budget may be used for incentives and the cost of the venue, combined.

Be sure to **explain** each cost in the Budget Narrative section.

Incentives should not total more than \$25 per participant. Please round to the nearest \$1. If you need more space, please submit budget narrative on a separate sheet.

The **strongest** applications will have a **budget that reasonably relates to the target** number of people to reach with the event.

We expect budgets of approximately \$1,000 to reach 25-40 people and budgets of \$2,000 to reach 60 or more people. If you do not reach your target number of attendees, you will be funded according to these guidelines.

To receive final payment the following must be received within 30 days after your event: Written narrative of event; Financial summary; Receipts of all expenditures; Photos and sign-in sheet. Failure to supply these items within designated timeframe, will result in forfeiting final payment.

| Budget Narrative | Amount |
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| Total Budget | |

To support your event, Fact Forward can provide promotional items for both parents and youth, and informational handouts. Contact our Sponsorships Team at sponsorships@factforward.org for more information.

Applicant Signature

Date _____