

**NORTH CAROLINA COUNCIL ON DEVELOPMENTAL DISABILITIES (NCCDD)  
BUDGET SUMMARY NARRATIVE**

**PROGRAM TITLE:** \_\_\_\_\_  
**AGENCY NAME:** \_\_\_\_\_

<b>BUDGET</b>				
POSITION/DESCRIPTION	NCCDD FUNDS REQUIRED	MATCHING SHARE		TOTAL PROGRAM COST
		CASH	IN-KIND	
<b>STAFF SALARIES</b>				
(Description: Salaries <b>only</b> for staff <b>hired</b> by the applicant organization to work specifically on the initiative. This may include professional staff, interns, paraprofessionals, and/or part-time/hourly employees.)				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>STAFF FRINGE BENEFITS</b>				
(Description: Fringe Benefits <b>only</b> for staff <b>hired</b> working on the initiative may include FICA, Unemployment, Worker's Compensation, Health Insurance and/or Retirement Benefits.)				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>STAFF TRAVEL</b>				
(Description: Travel costs <b>only</b> for staff <b>hired</b> as identified in the budget that is deemed reasonable and necessary to conduct project activities. Examples of staff travel include staff mileage relating to program operations, lodging, air fare, conference registration fees and meals.)				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUPPLIES</b>				
(Description: Supplies may include consumable items that are essential to the program. Examples of allowable supplies include office supplies, computer supplies, medical supplies, subscriptions, directories and/or journals.)				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00

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BUDGET				
POSITION/DESCRIPTION	NCCDD FUNDS REQUIRED	MATCHING SHARE		TOTAL PROGRAM COST
		CASH	IN-KIND	
<b>COST OF SPACE</b>				
(Description: Cost of Space may include rent or lease of office space (including utilities), and meeting or conference space cost to be used specifically for the program.)				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>EQUIPMENT</b>				
(Description: Equipment is defined as <b>non-expendable</b> items with a value exceeding \$500.00 <b>per unit cost</b> . This may include new or updated equipment, rental equipment or leased equipment essential to the program. Examples of allowable equipment include tools, office equipment, computers and computer software.)				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>CONTRACTED SERVICES</b>				
(Description: Contracted Services may include essential services which cannot be met by other program <b>staff</b> which specifically relate to the work of the program. Examples of contracted services may include consultants/contractors, photocopy services, consultants/contractors travel and fiscal services. The Council must provide approval prior to grantee entering into any contracts. <i>A copy of the contract must be included.</i> )				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>OTHER</b>				
(Description: The Other category may include consumer stipends, audits, conference expenses, postage/mail, internet costs, trainings/meetings, printing/copies, license fees, incentives, cleaning/janitorial services, telephone or any other services or expenses that will not fit into another category.)				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00

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		CASH	IN-KIND	
<b>INDIRECT COST</b>				
(Description: Indirect cost rates negotiated with the Department of Health and Human Services Regional Comptroller or other similar federal agency may be used to compute allowable indirect costs. Expenditures included as indirect costs may <i>not</i> be duplicated elsewhere in the budget. A copy of the Negotiation Agreement must be included with the grant application. <i>Indirect/overhead costs may not exceed 15% of the total project cost or \$20,000, whichever is less .)</i>				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>SUBTOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>