

Name of Grant Program: Community Service-Learning Planning and Implementation
Grants Program (Federal)

Fund Code: 354-B

COST SHARING OR MATCHING FUNDS NARRATIVE FORM – 2009-2010

To accompany Schedule B - Cost Sharing or Matching Schedule

Provide a budget narrative that describes, by line item, the purpose of each proposed match expenditure. For line items that are **\$500 or greater**, include a breakdown of how costs are derived. The breakdown should reflect cost/unit and number of units where applicable. **NOTE:** Learn and Serve America regulations limit payments to individuals for consultant services to \$540 per day. **Indirect costs** may **not** be included in the grant, though may be reflected as a match (up to 10 percent of the total grant) per Learn and Serve America regulations.

Line Item	Total Grant Request	Proposed Match	Purpose and Cost Breakdown <i>(for match amount only)</i>	Source of Match
Line 1* Administrators				
Line 2* Instructional/ Professional Staff				
Line 3* Support Staff				
Line 4 4-a MTRS 4-b Other				
Line 5* Contractual Services				
Line 6 Supplies and Materials				
Line 7 Travel				
Line 8 Other Costs				
Line 9 Indirect Cost				
Line 10 Equipment				

***NOTE: Program Staff/Consultants** - For each position, describe the services to be provided, the duration of services, and the unit rate of pay (per hour or per day). **Subcontracts** - Attach to the proposal a budget narrative for all subcontract agreements with community agencies and/or other public/private entities.