Public Health Department
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Bagley, MN 56621
Phone: (218)694-6581
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Clearwater County Opioid Settlement Grant Budget Instructions

Fill in the following fields: date, organization, phone number, email, and total amount requested.

BUDGET CATEGORY:

- In this section, break down your requested funds by category and enter the total amount requested. Enter the total cost of the project/initiative.

BUDGET NARRATIVE:

- Salaries and Benefits: In this section, list the individual(s) in your organization who will be paid to work on this project. Include each individual's title, project job duties, FTE on the project (hours/week), and salary and benefits that would be paid for by this grant.
- Contractual Services: In this section, identify contracts that will be used to complete the activities in the workplan. For each contractor, include their name (if known, or write "TBD"), their scope of work related to the grant project duties, and the total amount to be paid.
- Travel: In this section, describe who is traveling and for what purpose. Include travel expenses (transportation, lodging, meals) for project-related meetings, training, and conferences. Ensure travel is addressed in the work plan.
- Operating Supplies/Equipment: In this section, list the expenses related to internal supplies and equipment.
- Other: In this section, describe expenses not covered in all other sections. Include how each expense contributes to carrying out the work plan.
- QUESTIONS: