**2026 BOT** **Municipal Grant**

# Exhibit A: Grant Program Budget Request and Narrative

**Budget**

See RFP for examples of eligible and ineligible expenses.

|  |  |
| --- | --- |
| **Item** | **Amount** |
| **Trainee expenses** |  |
| Trainee wages | $ |  |
| Trainee insurance, benefits and taxes | $ |  |
|  |  |
| **Trainee education and certification** | $ |
| **Support services** limited to 10% of granted amount ($7,500) |  |
|  | $ |
| **Total projected grant funds request**  (cannot exceed $75,000) | $ |  |
|  |  |  |
| **Estimated match funding**  Municipality’s contribution | $ |  |

**Budget narrative**

Complete the budget narrative by explaining each line item on the budget request. Include calculations to justify the results.

1. **Trainee expenses**

Trainee wages and benefits for the grant program.

* 1. Trainee wages
  2. Trainee insurance, benefits and related taxes

1. **Trainee education and certification**
2. **Support services** – limited to 10% of granted amount
   1. Books and/or e-codes, training materials
   2. Personal protection equipment (PPE)
   3. Equipment, supplies, phone, computer and/or tablet
   4. other related expenses directly related to the training of your trainee.
3. **Match funding**