FORM C-3
RFP 2024-2

Michigan Works! Southwest
Budget Narrative

All line item expenditures must conform to the description of items contained on the Chart of Accounts.

The Budget Narrative must provide a clear and definitive description of the elements of individual line item expenditures that not elsewhere described in your budget. Forms C-1 and C-2, "Budget Detail Worksheet" directs a response on Form C-3, "Budget Narrative."

Narrative Responses should provide sufficient detail to enable the reviewer for understand what is proposed and to draw a conclusion as to whether the expense is consistent with your proposed program design. Your descriptions should reflect actual items, however using the term "such as" and providing examples is also acceptable.

Budget narrative responses **should not re-iterate the text of the Chart of Line Item Descriptions**. Examples of acceptable line item descriptions include:

Line Item No.	Line Item Description	EXAMPLE Amount	EXAMPLE Description of Expenditures
6270	Equipment Purchase <$5,000	$20,000	Replacement of 10 computers @ approximately $750 each; purchase of assessment software (estimated $1,500); 2 brochure stands @ $50 each; purchase.
6420	Marketing/Media	$7,500	Purchase 3,000 "How To" brochures @ $.15 each for topics such as resume development, using labor market information, etc.; run monthly newspapers adds for program services (3 newspapers @ 75 per month; re-print and/or develop promotional materials for job fairs (cost unknown).
6970	Travel	$37,100	Cost of travel of staff to worksites, training institutions, workshops, state and local meetings, etc., estimated @ a total of 22,000 miles @ $.55 per mile for 8 staff); conference costs (air fare, registration, lodging and food) for 3 staff for 2 conferences estimated @ $2,500/staff/conference)

SAMPLE ONLY!!!

Proceed to next page to complete Budget Narrative

FORM C-3
RFP 2024-2

Michigan Works! Southwest
In School Youth
Direct Services

Budget Narrative

Following the directions on the previous page, complete your Budget Narrative using the table provided below. If necessary, the table will automatically expand to another page.

Line Item No.	Line Item Description	Amount	Description of Expenditures

FORM C-3
RFP 2024-2

Michigan Works! Southwest
In School Youth
Training

Budget Narrative

Following the directions on the previous page, complete your Budget Narrative using the table provided below. If necessary, the table will automatically expand to another page.

Line Item No.	Line Item Description	Amount	Description of Expenditures

FORM C-3
RFP 2024-2

Michigan Works! Southwest
In School Youth
Work Experience

Budget Narrative

Following the directions on the previous page, complete your Budget Narrative using the table provided below. If necessary, the table will automatically expand to another page.

Line Item No.	Line Item Description	Amount	Description of Expenditures

FORM C-3
RFP 2024-2

Michigan Works! Southwest
Out of School Youth
Direct Services

Budget Narrative

Following the directions on the previous page, complete your Budget Narrative using the table provided below. If necessary, the table will automatically expand to another page.

Line Item No.	Line Item Description	Amount	Description of Expenditures

FORM C-3
RFP 2024-2

Michigan Works! Southwest
Out of School Youth
Training

Budget Narrative

Following the directions on the previous page, complete your Budget Narrative using the table provided below. If necessary, the table will automatically expand to another page.

Line Item No.	Line Item Description	Amount	Description of Expenditures

FORM C-3
RFP 2024-2

Michigan Works! Southwest
Out of School Youth
Work Experience

Budget Narrative

Following the directions on the previous page, complete your Budget Narrative using the table provided below. If necessary, the table will automatically expand to another page.

Line Item No.	Line Item Description	Amount	Description of Expenditures