

Narrative Budget Statement

PERSONNEL

Organization X charges \$750 per day for its organizational services. Because the organization strives to keep its program timely and up-to-date, the work of program staff members is supported by the ongoing efforts of research and development, program technology, and information technology teams, our library staff, and a vast collection of classroom resources that we are constantly building and enriching. We use a daily rate in developing our budgets to try to capture all these costs in a simple presentation.

The **Program Director** is budgeted at 5 days to this project in Year 1 and 8 days in Year 2 for project oversight, to assist in the development and review of the new materials, to work with the pilot teachers, and to provide professional development for the broader staff on the new materials. In Year 3 she is budgeted for 6 days on this project for workshop and conference presentations.

The **Program Associate** and **Program Coordinator** are budgeted for 8 days on the project in Year 1 and 16 days in Year 2 to draft the new materials, work with the pilot teachers, and provide professional development for the broader Jewish Education staff. In Year 3 the Program Associate is budgeted for 8 days for additional writing for the study guide (introduction, acknowledgments), writing the brochure, and making workshop and conference presentations. In Year 3 the Program Coordinator is budgeted for 3 days for additional writing for the study guide and for workshop presentations.

The **Creative Manager for National Publications** is budgeted for 5 days in Year 3 for the graphic design of the study guide and brochure.

Other Staff includes:

- 3-4 program and research and development staff members, to be assigned, who will review the new materials as they are developed, budgeted for a total of 2 days in Year 1 and 4 days in Year 2;
- Program technology staff members, to be assigned, will be responsible for posting the new lesson plans at the end of Years 1 and 2 and indexing the content so that it is called up in response to appropriate searches of materials on our website. In Year 1 the budget includes 1 day of program technology staff time and in Year 2, 2 days.
- Program or administrative staff, to be assigned in Year 3, to coordinate the preparation of the study guide for printing (1 day) and to research and develop the mailing list for the brochure (2 days).

Contracted Services

- **Advisor, fee and expenses:** The anticipated fee for the Advisor is \$750 per day, with two days budgeted in Year 1 and three days in Year 2. Expenses include airfare at \$250 and hotel at \$250 each year. (Note: we anticipate that in Year 2, the Advisor will spend 2 days in our office and will work a third day from home.)
- **Reviewers:** Three reviewers will each receive a stipend of \$150 in Year 1 and \$300 in Year 2, when there are more lessons to review.
- **Pilot teachers:** Stipends for eight pilot teachers are budgeted at \$250 in Year 1 and \$500 in Year 2.

- **Copy editor:** The anticipated cost of hiring a copy editor for the study guide is \$1,500.

SUPPLIES

Printing: The anticipated cost of printing 2,500 copies of the study guide, estimated at 64 pages, is \$6,000. \$1,000 is budgeted for printing the brochure, which will be printed in large quantity for broad distribution.

Postage and shipping: \$2,000 is budgeted for a broad mailing of the brochure and for sending the study guide to educators who request a printed copy.

Workshop food and expenses are budgeted at an average of \$200 per workshop for eight workshops.