# Budget Narrative Alignment Outline

This simple planning tool helps organizations link their deliverables and activities directly to their budget lines. If agencies have ever worried their budget doesn’t quite match the work plan — this fixes that.

## How to Use This Outline

Identify each major activity or deliverable in your work plan and then list who is responsible for that item, the budget lines connected to it and the justification language that support it. This is especially useful when drafting budget narratives or responding to state RFPs that emphasize alignment.

You can complete this as a draft outline or use it as your internal review tool before submission. Create additional sections if you have more major activities or deliverables

Example:

**Key Activity:** Host 3 workforce readiness workshops

**Who is responsible:** Program Trainer

**Budget Line:** Personnel – Trainer @ $35/hr for 30 hours

**Justification:** Trainer leads delivery of workshop content and participant engagement

## Key Activity / Deliverable 1:

Who Is Responsible:

Budget Line Item(s):

Justification or Notes:

## Key Activity / Deliverable 2:

Who Is Responsible:

Budget Line Item(s):

Justification or Notes:

## Key Activity / Deliverable 3:

Who Is Responsible:

Budget Line Item(s):

Justification or Notes:

## Key Activity / Deliverable 4:

Who Is Responsible:

Budget Line Item(s):

Justification or Notes:

## Key Activity / Deliverable 5:

Who Is Responsible:

Budget Line Item(s):

Justification or Notes:

## Tips for Strong Alignment

* Every dollar in your budget should connect to something in your work plan
* Avoid vague budget lines like 'miscellaneous' or 'admin support' unless clearly explained
* Review your RFP to ensure your categories match the funder's expectations
* Double-check that large expenses (like consultants or technology) have a clear link to outcomes