

Instructions for Customized Training Budget Template and Narrative

Budget Template

Course Name: This schedule should list each training course name included in the customized training curriculum.

(A) Hours per Session: This schedule should contain the number of hours per day each corresponding course will last.

(B) Number of Sessions: This schedule should give the number of sessions the corresponding course will be held.

(C) Instruction Cost Per Hour: This schedule should state the instructor cost per hour charged for each corresponding course.

(D) Total Instruction Costs: This schedule is calculated by multiplying Hours per Session by Number of Sessions by Instruction Costs per Hour.

(E) Supplies/Materials: This schedule includes the total cost for materials and office supplies required per corresponding course.

(F) Other: This schedule should only be used if a cost does not logically fall under another schedule.

Total Training Costs: This schedule is calculated by adding Total Instruction Costs, Supplies/Materials, and Other.

Total Reimbursement Request: This schedule reflects the amount that the business is requesting from the San Diego Workforce Partnership to fund the customized training contract. This amount cannot be greater than 50 percent of the Total Training Costs.

Employer Match: This schedule should reflect the amount that the business is contributing to the customized training contract. It is calculated by subtracting the Total Reimbursement Request from the Total Training Costs.

IV. Budget Narrative

(A) Hours per Session: This narrative should explain the rationale for the number of hours per day required for each corresponding course.

(B) Number of Sessions: This narrative should explain the rationale for the number of sessions required for each corresponding course.

(C) Instruction Cost Per Hour: This narrative should explain how the cost per hour was calculated for the instructor for each corresponding course.

(E) Supplies/Materials: This narrative should explain the need for the items and how the total cost per materials and office supplies was calculated.

(F) Other: This narrative should explain what activities these expenses support and how the costs were determined. Please note, these costs require prior approval by the Workforce Partnership and will be approved on a case-by-case basis.