# Program Name:

**Lead Applicant Name:**

*In this narrative expense report, provide breakouts and narrative around all expenses articulated in the AIF-Support Expense Report.*

# A. (A-D) Staff Salaries:

|  |  |  |  |
| --- | --- | --- | --- |
| Position | FTE x Monthly Salary x Time | Benefits | Total (FTE X Salary X Time) + Benefits |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Describe the role(s) of the position(s) related to the apprenticeship:***

**E. Travel $**

Describe details of included travel and connection to apprenticeship.

**F. Marketing and Outreach Cost $**

Describe marketing and outreach expenses not related to FTE such as paid advertising, event fees, market research or other such costs

**G. Apprentices Support Services $**

Describe the specific services provided and related costs.

**H. Employer Incentives $**

Detail all employer incentives, how they are structured and what costs they cover.

# I. Operating Expenses $

*Detail the operating expenses related to running the apprenticeship program such as rent, software, insurance, accounting, office supplies, communications, marketing and any other such costs.*

# J. Large Purchase Equipment\* $

Greater than $5,000: List name of item, cost, and quantity purchased.

# K. Contractual services $

Describe all services that you contracted out.

# L. Other $

Clearly explain these costs, which do not fit into the specific categories above.