

Line-Item Budget Proposal

Project Name: Community Outreach Program

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Budget Breakdown

| Item Description | Unit Cost | Quantity | Total Cost |
|--|-----------|----------|-------------------|
| Program Materials (Booklets, Pens, etc.) | \$5.00 | 400 | \$2,000.00 |
| Venue Rental | \$700.00 | 1 | \$700.00 |
| Refreshments | \$8.00 | 100 | \$800.00 |
| Transport | \$150.00 | 2 | \$300.00 |
| Marketing & Promotion | \$250.00 | 1 | \$250.00 |
| Contingency (5%) | | | \$202.50 |
| TOTAL | | | \$4,252.50 |

Budget Justification

The listed items above are necessary to implement the Community Outreach Program effectively. Materials are for participant engagement, the venue rental provides needed space, and refreshments ensure attendee comfort. Costs for transport and promotion facilitate broader participation, and a contingency reserve manages unforeseen expenses.

Important Notes:

- Provide accurate and detailed descriptions for each line item.
- Ensure all calculations are correct and clearly shown.
- Include a justification section for transparency and accountability.
- Consider adding a contingency fund for unplanned expenses.
- This document may be reviewed for compliance and eligibility by funding bodies.