

Detailed Line-Item Budget Document

Project Title: [Insert Project Title]
Project Duration: [Insert Duration]
Organization Name: [Insert Organization Name]
Date: [Insert Date]

I. Summary Budget Table

Budget Category	Line Item	Description	Unit	Quantity	Unit Cost	Total Cost	Funding Source
Personnel	Project Manager	Oversight and coordination	Month	12	\$4,000	\$48,000	Grant
Personnel	Field Staff	Implementation support	Month	12	\$2,500	\$30,000	Grant
Equipment	Laptops	For project team	Item	4	\$800	\$3,200	Matching Funds
Supplies	Office Supplies	Paper, pens, etc.	Lot	1	\$500	\$500	Grant
Travel	Local Transportation	Site visits	Trip	15	\$100	\$1,500	Grant
TOTAL						\$83,200	

II. Budget Narrative

Personnel: Project Manager (\$4,000/month, 12 months). Responsible for overall project execution.
Field Staff (\$2,500/month, 12 months). Supports the implementation and field activities.

Equipment: Four laptops for project team members at \$800 each.

Supplies: Office supplies estimated at \$500 for the duration of the project.

Travel: Allowance for local transportation and site visits, \$100 per trip, 15 trips.

III. Important Notes

- Ensure all costs are realistic, necessary, and supported by a clear justification.
- Provide transparent calculations and specify funding sources for each line item.
- Attach quotations or supporting documents for major expenditures if required.
- Adjust categories as appropriate for your specific project and donor requirements.
- Review all figures for accuracy and consistency with proposal objectives.