

Narrative Budget Justification

Project Title: Empowering Youth Through Digital Skills Training

Applicant Organization: Future Innovations Initiative

Duration: June 2024 – May 2025

Total Request: \$75,000

1. Personnel

Project Manager (0.5 FTE): \$25,000

The Project Manager will oversee all aspects of the project, including curriculum development, staff training, and reporting. The requested amount covers salary and associated fringe benefits proportionally allocated to the project duration.

Digital Skills Trainer (1 FTE): \$18,000

The Trainer will design and deliver all training modules, coordinate with partner organizations, and manage participant assessments.

Support Staff (0.3 FTE): \$4,500

A part-time Support Staff will assist in logistics, scheduling, and maintaining project records.

2. Equipment & Materials

Laptops & Accessories: \$8,000

Funds will support the purchase of 10 laptops and related accessories for use by program participants during training sessions.

Training Materials: \$2,500

This includes printing of handouts, manuals, and instructional supplies.

3. Facilities & Administrative Costs

Venue Rental: \$5,000

Rental of training space for the duration of the program.

Utilities and Maintenance: \$1,500

Cost share for electricity, internet, and cleaning services during the training period.

4. Travel

Local Transportation: \$3,000

Covers public transportation and mileage reimbursement for staff and trainers to offsite training venues and partner locations.

5. Other Direct Costs

Participant Stipends: \$6,000

Provides small stipends for trainees to offset expenses related to program participation.

Communication: \$1,000

Includes mobile phone and internet reimbursement, email, and outreach materials.

6. Indirect Costs

Administrative Overhead (5%): \$3,000

Calculated at 5% of total direct costs to support organizational administration.

Budget Summary Table

Personnel	\$47,500
Equipment & Materials	\$10,500
Facilities & Administrative	\$6,500
Travel	\$3,000
Other Direct Costs	\$7,000
Indirect Costs	\$3,000
Total	\$77,500

Important Notes:

- Narrative budget justification explains how requested funds are calculated and why they are necessary for the project's success.
- Each budget category should be supported with specific details, clear rationale, and consistent calculations.
- Ensure alignment between the project narrative and the budget justification for clarity and accuracy.
- Adhere to funder guidelines regarding allowable costs, indirect rate limits, and documentation requirements.
- Review all figures for mathematical accuracy and consistency across the document.