

Line-Item Budget Format for Funding Proposal

Project Title: [Enter Project Title Here]

Organization: [Enter Organization Name Here]

Funding Period: [Start Date] – [End Date]

Category	Description / Details	Quantity	Amount (USD)
Personnel	Project Manager (12 months x \$3,000/month)	1	\$36,000
Personnel	Research Assistant (12 months x \$1,500/month)	2	\$36,000
Supplies	Field Kits & Consumables	50 units	\$5,000
Travel	Local Transportation (Project Sites)	12 trips	\$2,400
Equipment	Laptop Computers	2	\$2,000
Administrative	Office Supplies, Printing	-	\$800
Other	Workshops & Training Materials	3 events	\$3,000
Subtotal			\$85,200
Indirect Costs	10% of Direct Costs	-	\$8,520
Grand Total			\$93,720

Budget Narrative (sample)

Personnel costs include salaries for the Project Manager and Research Assistants who will oversee project activities. Supplies cover necessary field kits for research operations. Travel expenses will allow fieldwork and data collection. Equipment costs are for laptops dedicated to the project. Administrative fees cover essential office consumables, and Other costs support training events. Indirect costs are calculated at 10% of direct costs.

Important Notes

- Provide clear, justified descriptions for each line item to ensure transparency.
- Separate direct and indirect costs distinctly within the budget.
- Quantities and amounts should be supported by detailed calculations or vendor quotes.
- Ensure budget totals match the amount requested in the proposal.
- Review funder guidelines for allowable and non-allowable costs.