

# Budget Proposal Document

## Project Title

[Insert Project Title Here]

## Submitted By

Organization/Individual: [Your Name or Organization]

Contact Information: [Email, Phone]

Date of Submission: [Date]

## Project Overview

[Provide a concise summary of the project, objectives, and the need for funding.]

## Budget Summary

Category	Description	Amount (USD)
Personnel	[e.g., Staff salaries, consultants]	[Amount]
Equipment	[e.g., Computers, tools, materials]	[Amount]
Travel	[e.g., Transportation, accommodation]	[Amount]
Supplies	[e.g., Office supplies, consumables]	[Amount]
Other	[Specify other costs]	[Amount]
<b>Total</b>		<b>[Total Amount]</b>

## Budget Justification

[Provide a brief justification for each budgeted item. Explain why each expense is necessary for the project's success.]

## Funding Requested

[State the total amount requested from the funding body and briefly mention any other sources of funding (if any).]

## Project Timeline

- [Milestone 1]: [Timeline/Date]
- [Milestone 2]: [Timeline/Date]
- [Milestone 3]: [Timeline/Date]

## Expected Outcomes

[State the deliverables, results, or impacts the project aims to achieve.]

## Important Notes:

- Ensure all costs are realistic and justifiable.
- Provide clear explanations for each budget item.
- Check specific funding body requirements before submission.
- Include only eligible expenses as per guidelines.
- Keep the document clear, concise, and professional.