

Budget and Justification Document

1. Project Title

[Insert Project Title Here]

2. Applicant Organization

[Insert Organization Name]

3. Summary Budget Table

Category	Description	Amount Requested	Amount Contributed	Total
Personnel	e.g. Project Manager, Research Assistant	\$15,000	\$5,000	\$20,000
Fringe Benefits	e.g. Health Insurance	\$2,500	\$500	\$3,000
Travel	e.g. Conferences, Field Visits	\$3,000	\$1,000	\$4,000
Equipment	e.g. Laptops, Lab Equipment	\$4,000	\$0	\$4,000
Supplies	e.g. Office Supplies	\$1,000	\$500	\$1,500
Other	e.g. Consultants, Subcontracts	\$2,500	\$1,000	\$3,500
Total		\$28,000	\$8,000	\$36,000

4. Budget Justification

Personnel

The Project Manager will be responsible for overseeing the execution of all project activities, budget management, and reporting (\$10,000). A Research Assistant will support data collection and analysis (\$5,000).

Fringe Benefits

Fringe benefits are calculated as 17% of personnel costs to cover health insurance, retirement, and other statutory benefits.

Travel

Funds are requested for site visits, attendance at national conferences, and necessary travel for data collection at partner locations.

Equipment

Purchase of two laptops and one printer essential for data analysis and reporting.

Supplies

Includes stationery, research materials, and printing costs required for project activities.

Other

Consultant fees for subject-matter expert input and external evaluation.

Important Notes

- All budget items should be clearly justified and necessary for project success.
- Ensure accuracy in calculations and consistency with proposal narrative.
- Include both requested and contributed (cost-share) amounts where applicable.
- Follow specific grantor guidelines regarding budget categories and formatting.
- Maintain documentation for all estimated costs.