

Project Budget Document

1. Project Overview

Project Title: _____

Organization/Team: _____

Duration: _____

Contact Person: _____

Submission Date: _____

2. Budget Summary

Budget Category	Requested Funding	Other Contributions	Total Amount
Personnel	_____	_____	_____
Equipment	_____	_____	_____
Materials & Supplies	_____	_____	_____
Travel	_____	_____	_____
Other (Specify)	_____	_____	_____
Total	_____	_____	_____

3. Detailed Budget Breakdown

Item/Activity	Description	Unit Cost	Quantity	Total Cost	Funding Source
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total				_____	

4. Budget Justification

Provide a brief justification for each major budget line item, explaining the necessity and relevance to the project objectives.

- **Personnel:** _____
- **Equipment:** _____
- **Travel:** _____
- **Other:** _____

Important Notes:

- Ensure all costs are reasonable, necessary, and justified for project goals.
- Clearly differentiate between requested funding and other financial contributions.
- Follow the sponsor's specific budget guidelines and templates if provided.
- Include supporting calculations and assumptions where relevant.
- Double-check all totals for accuracy before submitting.