

Detailed Line-Item Budget Document

Project Title: Community Health Outreach Program

Project Duration: January 2024 – December 2024

BUDGET CATEGORY	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
Personnel	Project Coordinator (Full-time, 12 months)	1	\$3,500	\$42,000
Personnel	Health Educators (Part-time, 2 x 12 months)	2	\$1,800	\$43,200
Supplies	Health Outreach Kits	250	\$15	\$3,750
Travel	Local Transportation for Staff (monthly)	12	\$200	\$2,400
Printing & Materials	Educational Brochures	1,000	\$0.60	\$600
Meeting/Workshop	Venue Rental (6 events)	6	\$150	\$900
Miscellaneous	Office Supplies	12	\$80	\$960
Grand Total				\$93,810

Important Notes:

- This budget reflects the estimated costs for the specified project period only.
- All line items should include clear descriptions and justification where required.
- Ensure that quantities and unit costs are accurate and backed by relevant documentation.
- Budget revisions may be required based on project needs or funding agency feedback.