

Detailed Line-Item Budget

Project Information

Project Title	Example Project Title
Prepared By	Jane Doe
Date	June 14, 2024
Project Duration	12 months

Line-Item Budget

Category	Description	Unit Cost	Quantity	Duration	Total (USD)
Personnel	Project Manager	3,500	1	12 months	42,000
Personnel	Field Officer	2,000	2	12 months	48,000
Supplies	Printing Materials	200	5	1 time	1,000
Equipment	Laptop	800	2	1 time	1,600
Travel	Local Transport	100	6	12 trips	7,200
Other	Workshops & Meetings	500	4	1 time	2,000
Total Budget					101,800

Budget Justification

Personnel: Project Manager oversees all aspects of the project. Field Officers execute activities in the field.

Supplies: Printing materials are required for educational materials.

Equipment: Laptops for staff to manage operations and reporting.

Travel: Local transport costs cover field visits and stakeholder meetings.

Other: Workshops and meetings will be conducted for training and stakeholder engagement.

Important Notes

- Line-item budgets should be accurate and transparent to ensure accountability.
- Each budget item requires clear and detailed description and justification.
- All calculations should be verified to avoid errors or discrepancies.
- Supporting documentation may be required as evidence for estimated costs.
- Follow donor or organizational guidelines when preparing the budget.