

Justification of Budget

Project / Activity Title:

Summary Table

Budget Item	Description & Justification	Unit Cost	Quantity	Total Amount
Salaries/Wages	Personnel required for project implementation	\$3,000	3	\$9,000
Equipment	Laptops for data entry & analysis	\$800	2	\$1,600
Supplies	Paper, printing, and stationeries	\$250	1	\$250
Travel	Transportation for field work	\$150	4	\$600
Other (specify)	Communication expenses	\$50	4	\$200
Total				\$11,650

Detailed Budget Justifications

Salaries/Wages

Three project staff will be engaged for three months to manage the field and data activities. The allocation ensures timely and efficient delivery of project milestones.

Equipment

Two laptops are necessary for data entry and analysis. The cost quoted reflects standard market rates.

Supplies

Essential supplies such as paper, printing, and other stationery are required for preparing reports and training materials.

Travel

Field visits are anticipated in four different project locations. The cost covers transportation expenses for all necessary trips.

Other

Communication expenses include phone calls and internet data required for project coordination.

Important Notes

- Clearly specify and justify each budget item with necessity and relevance to the project.

- Provide realistic and accurate unit costs with brief explanations where possible.
- All calculations must be checked for accuracy and consistency.
- Add supporting documentation for quotations or cost estimates if required.
- This format can be adapted based on donor or institutional requirements.