

Budget Justification Narrative

Project Title: Enhancing Community Literacy Program

Applicant Organization: ABC Nonprofit Organization

Grant Period: January 1, 2025 – December 31, 2025

1. Personnel

Funds are requested for the salary support of a Program Coordinator and part-time Literacy Instructor.

Position	FTE	Annual Salary	Months	Requested
Program Coordinator	1.0	\$50,000	12	\$50,000
Literacy Instructor	0.5	\$40,000	12	\$20,000

The Program Coordinator will be responsible for overall management of the project. The Literacy Instructor will teach adult literacy classes, 20 hours per week.

2. Fringe Benefits

Fringe benefits are calculated at 18% for both staff positions to cover health insurance, payroll taxes, and retirement contributions.

Total Fringe Benefits Requested: \$12,600

3. Supplies

Funds are requested for instructional supplies, including books, paper, and office materials necessary for delivering the program.

Total Supplies Requested: \$2,500

4. Travel

Includes local travel for staff to attend outreach activities and project-related meetings.

Travel Requested: \$800

5. Contractual

A web developer will be contracted for website updates and online resource maintenance.

Contractual Requested: \$2,000

6. Summary Budget Table

Category	Amount
Personnel	\$70,000
Fringe Benefits	\$12,600
Supplies	\$2,500
Travel	\$800

Contractual	\$2,000
Total	\$87,900

Important Notes

- Budget justification must clearly explain the necessity of each expense.
- Itemize and document all assumptions and calculation methods used.
- All costs should be reasonable, allowable, and allocable per funderâ€™s guidelines.
- Edit and review the document to ensure alignment with the project narrative.
- Maintain supporting documentation for audit and compliance purposes.