

# 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
<b>Total</b>	<b>\$87,900</b>

## 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 funder's guidelines.
- Edit and review the document to ensure alignment with the project narrative.
- Maintain supporting documentation for audit and compliance purposes.