

Budget Justification Statement

Project Title: Enhancing Community Health Access
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Introduction

This budget justification statement provides a detailed rationale for all projected costs to be incurred during the implementation of the **Enhancing Community Health Access** project over a 12-month period. Each line item is outlined below, establishing the necessity and reasonableness in support of project goals.

Personnel

- **Project Manager** (\$60,000): Responsible for overall management, planning, and reporting. Full-time commitment required due to project scale.
- **Community Health Worker** (\$40,000): Engaged half-time to conduct outreach, workshops, and local partnerships for service delivery.

Fringe Benefits

- **Rate:** 25% of salaries (\$25,000): Covers health insurance, pension, and statutory benefits for project staff.

Travel

- **Local travel** (\$3,000): For staff travel to community sites (public transit, mileage reimbursement as per federal rate).
- **State conference** (\$2,500): To attend required health outreach workshop; registration, lodging, and transportation included.

Supplies

- **Health kits & printing** (\$6,000): Includes health education materials, first-aid supplies, and informational brochures for community distribution.
- **Office supplies** (\$1,500): Paper, ink, folders and other consumables necessary for project operations.

Other Direct Costs

- **Facility rental** (\$4,000): Space for community sessions and workshops.
- **Data management** (\$2,000): Online survey software and secure storage for participant data analysis.

Indirect Costs

- **Institutional Overhead** (10% of direct costs, \$11,000): Covers administrative support, utilities, and facility maintenance as per federally negotiated rate.

Total Budget Requested

\$155,000

Important Notes:

- Budget Justification must correspond exactly to the amounts and items listed in your budget sheet.
- Clearly explain how each cost supports the project objectives and why it is necessary.
- Follow funder's specific formatting and allowable cost guidelines.
- Provide detail and reasoning; avoid vague or unexplained expenses.
- Ensure calculations (salary, travel, overhead) are accurate and transparent.