

Line-Item Budget Summary Sheet

Project Name: [Sample Project Title]

Organization: [Organization Name]

Project Period: [Start Date] – [End Date]

Prepared By: [Your Name]

Date Prepared: [Date]

Line Item	Description	Unit Cost	Quantity	Total Cost
Personnel	Project Coordinator (12 months)	\$3,000	1	\$36,000
Fringe Benefits	25% of Personnel	\$750	12	\$9,000
Travel	Conferences & Site Visits	\$500	5	\$2,500
Supplies	Office/Project Supplies	\$200	12	\$2,400
Equipment	Laptop	\$1,200	2	\$2,400
Contractual	External Consultant	\$2,000	3	\$6,000
Other	Printing, Communications	\$150	12	\$1,800
TOTAL				\$60,100

Important Notes:

- This summary provides a detailed breakdown of all projected costs by budget category.
- Each line item should have supporting documentation and justification as required by funders.
- Totals must be regularly reviewed and updated to reflect any budget revisions.
- Be consistent in units and descriptions for transparency and audit trail.
- Ensure compliance with organizational and funder policies when preparing the budget.