

Justification of Budget Items

Project Title:

Comprehensive Training Program on Sustainable Agriculture

Prepared by:

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Budget Summary

Item	Amount (USD)	Justification
Personnel	25,000	For salaries of trainers and administrative staff supporting the program.
Training Materials	5,000	Costs cover purchase of manuals, handouts, and stationary required for effective learning.
Venue Rental	3,000	Covers rental of training facilities for a duration of eight weeks.
Travel Expenses	2,500	Transportation for trainers and staff between sites as required.
Equipment	4,500	Procurement of projectors and laptops to facilitate interactive training sessions.
Miscellaneous	1,000	Contingency fund for unforeseen expenses necessary for program success.
Total	41,000	

Important Notes:

- All budget justifications must be clear and directly link each item to project objectives.
- Detailed explanations increase transparency and facilitate funding approval.
- Supporting documentation (e.g., quotations, pricing references) should be attached separately when submitting.
- Regular review and updating of budget justifications are recommended, especially if project scope changes.
- Overestimating or vague justifications may delay approval or result in reduced funding allocation.