Grant Budget Submission Document

Applicant Information

Project Title	_____
Organization Name	_____
Contact Person	_____
Email Address	_____
Phone Number	_____
Grant Period	_____

Project Budget Overview

Category	Description	Requested Amount	Other Funding	Total Cost
Personnel	e.g., project manager, staff salaries	_____	_____	_____
Fringe Benefits	e.g., health insurance, payroll taxes	_____	_____	_____
Supplies/Materials	e.g., office supplies, educational materials	_____	_____	_____
Equipment	e.g., computers, specialized equipment	_____	_____	_____
Travel	e.g., transportation, lodging	_____	_____	_____
Contractual	e.g., consultants, other services	_____	_____	_____
Other (specify)	_____	_____	_____	_____
Total		_____	_____	_____

Budget Narrative (Justification)

Provide a brief explanation of each budget category:

Example:
Personnel: Project manager will oversee all project activities and manage reporting requirements.
Supplies: Educational materials will support outreach activities.

_____
_____
_____

Important Notes:

- Ensure all requested amounts are clearly justified and align with grant guidelines.
- Double-check calculations for accuracy and consistency throughout the budget.
- Include other funding sources to demonstrate project sustainability.

- Follow the funder's specific instructions and format requirements.
- Attach any required supporting documents or cost estimates if specified.