

Detailed Line-Item Budget

Project Information

Project Title	Community Health Outreach Program
Organization	ABC Nonprofit Organization
Date	2024-07-01

Budget Details

Item Description	Quantity	Unit Cost	Total Cost	Justification/Notes
Project Manager Salary (12 months)	1	\$2,500/month	\$30,000	Full-time oversight of project activities
Health Workshop Materials	100	\$15	\$1,500	Educational materials for participants
Transportation (Van Rental)	12	\$200/month	\$2,400	Community visit transportation
Refreshments for Workshops	100	\$5	\$500	Snacks for attendees
Printing (Flyers & Posters)	1,000	\$0.30	\$300	Community awareness campaign
Total			\$34,700	

Important Notes

- Each expense should be itemized with clear, specific descriptions.
- Justifications are essential to explain how costs directly relate to the project.
- Only include costs that are necessary and allowable under funding guidelines.
- Always double-check calculations for accuracy.
- Update and review budget details regularly as project needs evolve.