

Sample Grant Proposal Budget Format

I. Personnel

Position/Title	Salary	% FTE	Amount Requested	Matching/In-kind
Project Director	\$50,000	50%	\$25,000	\$0
Research Assistant	\$35,000	100%	\$35,000	\$0

II. Fringe Benefits

Type	Rate	Amount Requested	Matching/In-kind
Health Insurance	15%	\$9,000	\$0
Payroll Taxes	7.65%	\$4,000	\$0

III. Travel

Purpose	Details	Amount Requested	Matching/In-kind
Conference Attendance	Airfare, lodging, per diem	\$3,000	\$1,000

IV. Equipment

Item	Description	Amount Requested	Matching/In-kind
Laptop Computers	For research team (2 units)	\$2,500	\$0

V. Supplies

Item	Description	Amount Requested	Matching/In-kind
Office Supplies	Paper, pens, printer ink	\$500	\$200

VI. Contractual

Consultant/Contract	Description	Amount Requested	Matching/In-kind
Statistician	Data analysis consulting	\$4,000	\$0

VII. Other

Item	Description	Amount Requested	Matching/In-kind
Participant Incentives	Gift cards for survey participants	\$1,200	\$0

VIII. Total Budget

	Amount Requested	Matching/In-kind	Total
Totals	\$84,200	\$1,200	\$85,400

Important Notes:

- Ensure all amounts are based on reasonable estimates and supported by documentation.
- Budget categories may vary by funder—always check specific guidelines.
- Clearly distinguish requested funds from matching or in-kind contributions.
- Justify larger or unusual expenses in the narrative section of your proposal.
- Accurate and transparent budgeting increases credibility and compliance.