

Line-Item Program Budget Breakdown

Project: Community Education Initiative

Line Item	Description	Unit Cost	Quantity	Total Cost
Personnel	Program Coordinator (Full-time, 12 months)	\$3,000	12	\$36,000
Materials & Supplies	Books and Learning Materials	\$500	1	\$500
Venue Rental	Conference Room (per month)	\$250	6	\$1,500
Travel	Local Transportation for Staff	\$100	12	\$1,200
Outreach	Flyers, Posters, and Online Promotion	\$300	1	\$300
Total Budget				\$39,500

- This document provides a detailed, itemized breakdown of all anticipated program expenses.
- All cost estimates should be based on current market rates and supplier quotes.
- Supporting documentation may be required for each line-item, especially for grant applications.
- The total should match the requested funding or match contribution, as applicable.
- Regular updates to the budget may be necessary as program needs and costs change.