Detailed Line-Item Budget Document

Project Information

Project Title	Sample Community Development Program
Prepared By	Jane Doe
Date	2024-06-22
Project Period	July 2024 – June 2025

Line-Item Budget

Budget Category	Description	Unit Cost	Quantity	Cost (USD)
Personnel	Project Manager (12 months)	3,000	12	36,000
Personnel	Field Staff (2 x 12 months)	1,500	24	36,000
Equipment	Desktop Computers	800	3	2,400
Supplies	Stationery & Office Supplies	100	12	1,200
Travel	Local Transportation	200	12	2,400
Training	Community Workshops	500	6	3,000
			Subtotal	81,000
			Admin & Overhead (10%)	8,100
			Total Budget	89,100

Budget Narrative (Summary)

The above budget outlines key resource requirements for the successful implementation of the Sample Community Development Program. Personnel costs cover core project staff. Equipment and supplies ensure efficient operations. Training and travel are critical for community engagement and fieldwork. A standard overhead rate is included as per organizational policy.

Important Notes:

- Each line item should be explained and justified in an accompanying budget narrative.
- Ensure all calculations are double-checked for accuracy.
- Be clear about units, quantities, and the time period each cost covers.
- Include both direct and indirect costs according to funding requirements.
- Attach supporting documentation where necessary (e.g., quotations, salary scales).