

Budget Breakdown for Funding Request

Budget Category	Description	Quantity	Unit Cost	Total Cost	Funding Requested	Other Sources
Personnel	Project Manager (6 months)	1	\$3,000/mo	\$18,000	\$12,000	\$6,000
Equipment	Laptops	3	\$1,200	\$3,600	\$3,600	\$0
Supplies	Office Supplies (packs)	10	\$30	\$300	\$300	\$0
Travel	Conferences (domestic)	2	\$1,000	\$2,000	\$1,000	\$1,000
Other	Consultant Fees	1	\$2,000	\$2,000	\$1,500	\$500
Total				\$25,900	\$18,400	\$7,500

Important Notes

- Ensure all costs are justified and clearly described.
- Separate requested funding from other sources or matching contributions.
- Check funder guidelines for allowable and non-allowable expenses.
- Round numbers appropriately and provide calculations if necessary.
- Double-check totals and ensure consistency with narrative documents.