## SAMPLE BUDGET TEMPLATE

Complete the budget template and budget justification for each expenditure line.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| All project expenses |  |  | Expenses allocated to grant | Costs allocated to other sources  | Total |
|  |  |  |  | Cash  | In-Kind |  |
| Project Director |  |  |  |  |  |
| Consultants |  |  |  |  |  |
| Participants/Incentive |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Materials |  |  |  |  |  |
| Training Costs |  |  |  |  |  |
| Supplies |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Other (list)  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |
| Total  |  |  | $0  | $0  | $0  | $0 |

***Budget Justification Example Statement***. Funding is being requested to purchase the following equipment: $\_\_\_\_\_\_\_for a \_\_\_\_\_\_\_\_, $\_\_\_\_\_\_\_\_\_for a\_\_\_\_\_\_\_\_\_\_, and $\_\_\_\_\_\_\_\_\_\_\_for a\_\_\_\_\_\_\_\_\_\_. Describe how this equipment will be used to meet the project’s outcomes.