

Grant Proposal Budget Form

Section 1: Applicant Information

- Project Title: _____
 - Applicant Name/Organization: _____
 - Contact Person: _____
 - Email: _____
 - Proposal Date: _____
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Section 2: Budget Summary Table

Category	Amount Requested	Other Funding (if any)	Total Cost
Direct Expenses			
Personnel			
Supplies and Materials			
Travel (e.g., for project execution)			
Event/Meeting Expenses			
Other (please specify): _____			
Total Direct Expenses			
Indirect Expenses (e.g., overhead %)			
Total Budget			

Financial Narrative

Instructions:

Provide a brief summary (approx. 250–500 words) that explains the rationale for your budget. Your narrative should help reviewers understand how the budget supports the goals of your proposed project.

Please address the following points:

1. Justification for each major expense
 - Explain why each category is necessary to the project's success.
 - Describe roles of any personnel or contractors.

2. Basis for cost estimates
 - Indicate how costs were calculated (e.g., hourly rates, vendor quotes, travel estimates).
3. Use of indirect costs
 - If applicable, explain what indirect costs cover (e.g., administrative support, facilities).
4. Matching or in-kind support (if any)
 - Mention any additional resources contributing to the project, including volunteer time or co-funding.
5. Any cost efficiencies
 - Note if you've taken steps to reduce costs or leverage existing resources.