

Standard Grant Proposal Budget Example

Project Budget

Budget Item	Description	Amount Requested	Other Funding	Total Cost
Personnel	Project Coordinator (0.5 FTE)	\$20,000	\$5,000	\$25,000
Fringe Benefits	Health insurance, payroll taxes	\$3,500	\$1,000	\$4,500
Supplies	Office and program supplies	\$2,000		\$2,000
Travel	Local mileage reimbursement	\$1,000		\$1,000
Consultant	External evaluator	\$3,000		\$3,000
Printing	Brochures and workshop materials	\$1,200		\$1,200
Other	Facility rental for events	\$1,800		\$1,800
Total		\$32,500	\$6,000	\$38,500

Budget Narrative (Sample)

Personnel: The Project Coordinator will oversee all project activities at 50% time for 12 months.

Fringe Benefits: Includes health insurance and payroll taxes at an estimated 17% of salary.

Supplies: Funds are requested for general office supplies and program materials.

Travel: Covers local travel to program sites at the IRS standard mileage rate.

Consultant: An external evaluator will provide assessment and reporting.

Printing: For creating brochures and participant handouts.

Other: Rental of space for hosting events central to the project.