

Grant Funding Budget Layout

This document provides a basic sample structure for presenting a grant funding budget for charities.

1. Project Overview

ITEM	DESCRIPTION
Project Name	
Charity Name	
Grant Period	
Contact Person	

2. Budget Breakdown

EXPENSE CATEGORY	DESCRIPTION	AMOUNT REQUESTED	OTHER FUNDING
Personnel			
Materials & Supplies			
Travel			
Equipment			
Other (specify)			
Total			

3. Budget Notes

4. Authorisation

NAME	ROLE/POSITION	SIGNATURE / DATE