



Grant Writing for Community Based Organizations

Budget



Budget

- Demonstrates to funders how you will allocate the requested funds and ensures that your project is financially feasible.



What can you include in a budget?

(See page XX of the workbook for definitions)

Line Items

Salaries/Wages and Level of Effort

Fringe Benefits

Equipment

Supplies

Training

Travel Costs

Consultant /Contractual Fees

Indirect Costs

Operational/Overhead

Miscellaneous



Budget Narrative/Justification

- The budget narrative aims to provide a clear, detailed, and persuasive rationale for the proposed budget
- Aligns financial planning with the nonprofit's mission and the Grantmaker's objectives.
- A narrative that explains and justifies each budget item.
 - Describe why each expense is necessary for the project's success.
 - Reasonableness: Ensure the costs are reasonable and consistent with market rates.



Budget Checklist

See pages 47 and 48 of the Grant Writing Essentials Workbook

- The budget provides a clear breakdown of all costs associated with the project.
- The total budget amount clearly stated and within the funder's limits.
- All relevant line items included.
- Cost estimates for each line item accurate and detailed (including quantity, unit cost, and total cost).
- All staff involved in the project are listed, along with their roles and the percentage of time they will dedicate to the project.
- Annual or hourly salary rates provided, and is the total cost calculated correctly.
- Fringe benefits included and calculated as a percentage of salaries.
- All major equipment purchases detailed and justified.
- Smaller items required for the project listed.
- Cost estimates for supplies realistic and detailed.
- Travel expenses necessary for the project are included. Purpose of travel, number of trips, destinations, and cost per trip is specified.
- Daily allowances for meals, lodging, and incidentals are included (if applicable).
- External consultants are listed with their roles, hourly rates, and estimated hours.
- Indirect costs (e.g., utilities, administrative support, facility maintenance) are included.
- Is the indirect cost rate specified, and is it applied correctly (often as a percentage of direct costs)?
- Any other direct costs that don't fit into the categories above included (e.g., marketing, printing, participant incentives) are included.
- Costs are justified and directly related to the project's goals.
- The narrative explains and justify each budget item clearly.
- All expenses described as necessary for the project's success.
- The justifications logical and compelling.
- Are the costs reasonable and consistent with market rates?
- Is there evidence that the budget is realistic and not over- or under-estimated?
- Is the budget section well-organized and easy to understand?
- Does it align with the overall goals and objectives of the project proposal?
- Is there consistency between the budget and other sections of the proposal?

Summary