FREE TEMPLATE

Grant Budget and Justification Template (Free PDF)

A fillable budget table by category and a justification worksheet that records how each cost was calculated and which activity it supports.

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> A grant budget is your project told in numbers. Every line should pay for something described in your narrative, and every amount should have a calculation behind it. If the funder provides a budget form or its own categories, use theirs.

Project details

Project title:

Funder:

Budget period (start and end dates):

Total requested:

Budget by category

These categories are common across funders. Rename or remove rows to match your funder's form.

Category	Amount requested	Other sources	Total cost
Personnel (salaries and wages)			
Fringe benefits			
Travel			
Equipment			
Supplies			
Contractual and consultants			
Other direct costs			
Total direct costs			
Indirect costs			
Total project cost			

Personnel detail

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List positions by role. Show the calculation so a reviewer can follow it.

Role	Annual base	Share of time on project	Months	Amount

Justification worksheet

Complete one row for each line in your budget. This becomes your budget justification, sometimes called a budget narrative.

Line item	How it was calculated	Which activity it supports	Why it is needed

Worked example

This example is fictional. It shows the level of detail to aim for.

Line item	How it was calculated	Which activity it supports	Why it is needed
Program Coordinator	$48,000 annual base x 0.5 of time x 12 months = $24,000	All 12 community workshops	Schedules and runs the workshops and manages teaching artists
Teaching artists	12 workshops x 2 artists x $300 = $7,200	Workshop delivery	Two artists lead each session
Workshop supplies	12 workshops x $150 = $1,800	Workshop delivery	Materials for 20 participants per session

Other funding and match

Other funding secured for this project, with source and amount:

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Other funding pending:

Match or cost share required by the funder, and how you will meet it:

Budget check

- [ ] Every line supports an activity described in the narrative
- [ ] Every activity in the narrative has a cost or a stated existing resource
- [ ] Each amount has a calculation someone else could reproduce
- [ ] The lines add up to the total, and the total matches the application form
- [ ] Staff roles and time match the narrative
- [ ] Categories and limits follow the funder's instructions
- [ ] Costs the funder will not pay for have been removed
- [ ] Finance staff have reviewed and approved it

Notes on indirect costs

Indirect costs are shared costs that support the project but cannot be assigned to it line by line, such as accounting, rent and administration. Funders differ on whether and how much they will pay. Check the funder's instructions for their limit and how to calculate it, and ask your finance lead which rate your organization uses.

Funder's rule on indirect costs, copied from their instructions:

Rate or method we will use:

> **Want help with this?** The Complete Grant Architect is a free 16-week grant writing course, and you can hire a grant writer for your next proposal. Both are at subthesis.com.

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