

Budget Justification

Date: [Insert Date]

To: [Foundation Name]

From: [Your Organization Name]

Re: Budget Justification for [Project Title]

Introduction

We appreciate the opportunity to submit our proposal for funding under [specific program or initiative]. Enclosed is our budget, along with a detailed justification for the expenses outlined.

Budget Overview

The total budget for [Project Title] is [Total Amount]. We are requesting [Amount Requested] from [Foundation Name] to support the following key areas:

1. Personnel Costs

Personnel expenses, including salaries and benefits for [number] staff members, account for [percentage] of the total budget. This includes [brief description of roles and responsibilities].

2. Program Supplies

To effectively carry out [Project Title], we require [specific supplies/equipment]. The budget allocates [amount] for these critical items, which directly support our project objectives.

3. Travel Expenses

Travel costs are estimated at [amount], enabling [description of purpose for travel, e.g., project meetings, stakeholder engagement]. We will ensure all travel follows the guidelines set forth by [Foundation Name].

4. Indirect Costs

The indirect costs have been calculated at [percentage] of the direct costs, aligning with institutional guidelines. These funds contribute to [brief explanation of what indirect costs cover].

Conclusion

We believe that the requested budget aligns with our mission and the goals of [Foundation Name]. Thank you for considering our application. We are hopeful for the opportunity to collaborate on this impactful project.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]