

Consulting Budget Outline for Program Evaluation

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Consulting Budget Outline for Program Evaluation

Project Overview

[Briefly describe the program and objectives of the evaluation.]

Budget Breakdown

Item Description	Estimated Hours	Rate/Hour	Total Cost
Initial Consultation	[X]	[\$Y]	[\$Total]
Data Collection	[X]	[\$Y]	[\$Total]
Data Analysis	[X]	[\$Y]	[\$Total]
Report Preparation	[X]	[\$Y]	[\$Total]
Grand Total			[\$Total]

Payment Terms

[Specify payment terms and conditions, including deposit requirements and payment schedule.]

Conclusion

Thank you for considering this budget outline. I look forward to your response and to discussing this program evaluation further.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]