Grant Application Budget Outline

Date: [Insert Date]

To: [Grant Provider's Name]

From: [Your Organization's Name]

Subject: Budget Outline for [Project Title]

1. Personnel Costs

- Project Manager: $[Amount]
- Research Assistants: $[Amount]
- Administrative Support: $[Amount]

2. Equipment and Supplies

- Computers and Software: $[Amount]
- Research Materials: $[Amount]
- Office Supplies: $[Amount]

3. Travel Expenses

- Site Visits: $[Amount]
- Conferences: $[Amount]

4. Indirect Costs

- Administrative Overhead: $[Amount]

5. Total Budget Request

Total Amount Requested: $[Total Amount]

Thank you for considering our funding request. We look forward to the opportunity to further discuss this project.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Contact Information]