

# Anticipated Expenses Breakdown for Grant Application

Date: [Insert Date]

To: [Grant Provider's Name]

From: [Your Name]

Subject: Breakdown of Anticipated Expenses

## Project Title: [Insert Project Title]

### 1. Personnel Costs

- Project Manager: \$[Insert Amount]
- Research Assistants: \$[Insert Amount]
- Total Personnel Costs: \$[Insert Total]

### 2. Equipment and Supplies

- Computers: \$[Insert Amount]
- Laboratory Supplies: \$[Insert Amount]
- Total Equipment and Supplies: \$[Insert Total]

### 3. Travel Expenses

- Conference Attendance: \$[Insert Amount]
- Field Research Travel: \$[Insert Amount]
- Total Travel Expenses: \$[Insert Total]

### 4. Overhead Costs

- Administrative Fees: \$[Insert Amount]
- Facility Usage: \$[Insert Amount]
- Total Overhead Costs: \$[Insert Total]

**Total Anticipated Expenses: \$[Insert Grand Total]**

Thank you for considering our application. We look forward to the opportunity to discuss our project further.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]