

Grant Budget Breakdown

Date: [Insert Date]

To: [Grant Agency/Organization Name]

From: [Your Organization Name]

Subject: Detailed Budget Breakdown for Grant Proposal

1. Project Title: [Insert Project Title]

2. Budget Overview:

Category	Description	Amount
Personnel	Salaries for project staff	[\$Insert Amount]
Fringe Benefits	Healthcare and other benefits	[\$Insert Amount]
Supplies	Materials needed for the project	[\$Insert Amount]
Travel	Transportation and accommodation	[\$Insert Amount]
Other Direct Costs	Miscellaneous expenses	[\$Insert Amount]
Total		[\$Total Amount]

3. Justification:

[Provide a brief justification for each budget category, explaining the necessity of the funds in relation to the project objectives.]

4. Conclusion:

We appreciate your consideration of our grant proposal and look forward to your support in advancing this important project.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Contact Information]