

Grant Budget Rationale

Date: [Insert Date]

To: [Insert Grant Provider Name]

From: [Your Organization Name]

Subject: Budget Rationale for [Project Name]

Dear [Grant Provider Name],

We are pleased to submit our budget rationale for the [Project Name] as part of our grant application. Below, we outline the justification for the requested funds:

1. Personnel Costs

The project will require dedicated personnel to ensure its success. We have included salaries for [Position Titles], which are crucial for [Explain the roles and responsibilities of these positions]. These salaries are calculated based on industry standards and local rates.

2. Equipment Costs

In order to carry out the project effectively, we propose purchasing [List Equipment]. This equipment is essential for [Explain its relevance to the project]. We have sourced quotes from reputable suppliers to ensure cost-effectiveness.

3. Supplies

We have estimated costs for necessary supplies, including [List Supplies]. These items are essential for [Explain how these supplies will be used]. Our estimates are based on previous project expenditures and current market prices.

4. Travel Expenses

We anticipate travel expenses for [Number of trips and locations]. These trips will facilitate [Explain purpose of travel]. Costs have been projected based on standard travel rates.

5. Indirect Costs

We are requesting indirect costs to cover administrative expenses associated with managing the grant. Our indirect cost rate is calculated in accordance with [Specify the method used].

We believe that this budget reflects the necessity of resources to successfully execute [Project Name] and achieve the intended outcomes. Thank you for considering our application. We are happy to provide further details or adjustments based on your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Contact Information]