

Budget Outline for Conflict Mediation Grant

Date: [Insert Date]

To: [Insert Grant Provider's Name]

From: [Your Organization's Name]

Subject: Budget Outline for Conflict Mediation Project

Projected Budget Summary

Budget Item	Description	Amount (\$)
Personnel	Salaries for mediators and support staff	[Insert Amount]
Training	Workshops for staff on mediation techniques	[Insert Amount]
Materials	Print materials and resources for participants	[Insert Amount]
Travel	Transportation costs for mediation sessions	[Insert Amount]
Administrative Costs	Overhead costs related to project management	[Insert Amount]
Total		[Insert Total Amount]

Justification for Budget Items

[Provide a brief justification for each budget item included in the outline]

Funding Request

We respectfully request a total amount of [Insert Total Amount] to support our conflict mediation project aimed at [briefly describe the project aim].

Thank you for considering our budget outline. We look forward to your support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]