

Budget Justification for Grant Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

We are pleased to submit our budget justification for the grant application titled "[Grant Title]." This project aims to [briefly describe the purpose of your project]. The total budget for this project is [insert total budget amount].

Budget Breakdown:

- **Personnel:** \$[amount] - This includes [describe roles and responsibilities].
- **Supplies:** \$[amount] - These funds will be used for [list specific supplies].
- **Travel:** \$[amount] - This is allocated for [explain travel expenses].
- **Indirect Costs:** \$[amount] - This covers [describe what indirect costs entail].

Each item in the budget is essential for the successful execution of the project, allowing us to [explain the impact of the project and why funding is necessary]. Our organization is committed to maximizing the use of funds and ensuring transparency in our financial management.

We appreciate your consideration of our application and look forward to the opportunity to discuss our project further.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]