

## Sample Itemized Budget & Justification

Item	\$ Amount
<b>Personnel</b> , for example	
Strategic Planning Consultant @ \$100/hr for 9 hrs	\$900.00
Data entry person @ \$15.00/hr for 80 hrs	\$1,200.00
Honorarium for 2 conference speakers @ \$100/speaker	\$200.00
<b>Equipment</b> for example:	
1 desktop HP computer	\$450.00
1 small desk	\$175.00
1 desk secretarial chair	\$125.00
<b>Supplies</b> for example:	
10 10-packs of pocket folders @ 7.50/10-pack	\$75.00
1 5-pack Zapdos 32GB Flash Drive @ \$36.99/5-pack	\$36.99
<b>Travel</b> for example	
Round trip air fare for 4 staff @ \$575 each	\$2,300.00
Mileage reimbursement at \$.55/mile for 330 miles	181.50
Parking for 50 participants at \$15/participant	750.00
<b>Tuition/Registration</b>	
Registration for 2 consumers at \$80/person	\$160.00
Registration for 2 nurses @ 175/person	350.00
<b>Consumer financial assistance</b> for example	
Awards averaging \$100 for up to 10 patient/consumer families	\$1,000.00
<b>Other</b>	
Extended warranty for computer	\$100.00
<b>Total Expenses</b>	\$8,003.49
<b>Total Amount Requested</b>	\$8,000.00

### JUSTIFICATION

The budget narrative must include details for each item in the budget. For example:

The Consultant, Jane Austen, an experienced board moderator, will lead the organization in it's strategic planning session. Sam Jones, a current employee of the organization will allot 80 hours to direct data entry. Two conference speakers, to be determined, will be paid \$100 each.

Each section should have similar details.