

Sample Itemized Budget & Justification

| Item | \$ Amount |
|---|------------|
| Personnel , 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 |
| Equipment for example: | |
| 1 desktop HP computer | \$450.00 |
| 1 small desk | \$175.00 |
| 1 desk secretarial chair | \$125.00 |
| Supplies 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 |
| Travel 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 |
| Tuition/Registration | |
| Registration for 2 consumers at \$80/person | \$160.00 |
| Registration for 2 nurses @ 175/person | 350.00 |
| Consumer financial assistance for example | |
| Awards averaging \$100 for up to 10 patient/consumer families | \$1,000.00 |
| Other | |
| Extended warranty for computer | \$100.00 |
| Total Expenses | \$8,003.49 |
| Total Amount Requested | \$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.