# Budget Justification Builder Outline

This outline helps organizations explain their budget costs clearly and confidently. It walks them through each major budget category — what it is, why they need it, and how the amount was calculated.

## How to Use This Outline

This outline includes prompts and examples for each major budget category. You can use it to draft your budget justification or as a review tool to ensure each line in your budget justification is supported by clear rationale. Adjust or remove any categories that don’t apply to your proposal.

## 1. Personnel

### Prompt:

Describe the staff roles and how time/costs were calculated.

### Example:

Our [Title], [Name if applicable], will oversee [responsibilities]. This role is budgeted at [X]% FTE for [X months] at a salary of [$X/year], totaling [$X].

## 2. Fringe Benefits

### Prompt:

Explain what is included and your rate.

### Example:

Fringe benefits are calculated at [X]% of salary and include health insurance, payroll taxes, and retirement contributions.

## 3. Travel

### Prompt:

Include purpose, destination (if known), and how costs were estimated.

### Example:

Travel costs support [X trips] for [staff title(s)] to attend [training/outreach/etc.]. Budget includes airfare ($X), lodging ($X), and per diem ($X) per trip.

## 4. Supplies

### Prompt:

List essential supplies and cost basis.

### Example:

Supplies include two laptops ($X each), program materials ($X), and a printer ($X) needed for program delivery.

## 5. Contractual

### Prompt:

Describe vendor, service, and rate.

### Example:

Interpreter services for outreach events are budgeted for [X hours] at [$X/hour], totaling [$X]. This supports accessibility for participants.

## 6. Other Direct Costs

### Prompt:

Include additional costs such as evaluation, marketing, stipends, etc.

### Example:

Participant stipends of [$X] for [X participants] support attendance and engagement. Marketing materials ($X) will promote the program to target audiences.

## 7. Administrative/Indirect Costs

### Prompt:

State the rate and method used (negotiated rate or de minimis).

### Example:

Administrative/Indirect costs are calculated using the [10% de minimis rate / approved NICRA] on modified total direct costs, totaling [$X].

## Final Notes

Funders don’t need long narratives — they need clarity. Keep explanations short, specific, and tied to your work plan.