

PROJECT BUDGET AND JUSTIFICATION EXAMPLE

We recommend you include any projected expenses related to the specific project (or operations, if applicable) described in the application. For example, if <Nonprofit Organization> is requesting \$5,000 to provide clothing, toiletries, and other tangible items to residents, list these items out and their projected costs along with a 1-2 sentence for why they are necessary to the program's purpose.

If applying for operational funding such as rent/utilities, salaries, etc. list these out with their projected annual costs and the main roles/responsibilities of the staff whose salaries will be paid through NMCF grant support. Please see below for an example of operation fund budget and justification.

The project budget is intended to reflect the anticipated spending of the dollars allocated to your agency and to their respective expenditure categories.

Position	Name	Annual Salary/ Rate	Level of Effort	Cost
(1) Project Director	John Doe	\$64,890	10%	\$6,489
(2) Grant Coordinator	To be selected	\$46,276	100%	\$46,276
(3) Clinical Director	Jane Doe	In-kind cost	20%	\$0
			TOTAL	\$52,765

JUSTIFICATION: Describe the role and responsibilities of each position.

- (1) The Project Director will provide daily oversight of the grant and will be considered key staff.
- (2) The coordinator will coordinate project services and project activities, including training, communication and information dissemination.
- (3) Clinical Director will provide necessary medical direction and guidance to staff for 540 clients served under this project.