**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=11142&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Grant+Budget+Proposal-word-11142&lpa=Blank+Grant+Budget+Proposal+word+11142)Grant Budget Proposal   
Template**

Grant Budget Proposal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Title | | | | | |
|  | | | | | |
|  |  |  |  |  |  |
| Principal Investigator | | | | | |
|  | | | | | |
|  |  |  |  |  |  |
| Department / Organization | | | | Submission Date | |
|  | | | |  | |
| Funding Agency | | | | Project Duration | |
|  | | | |  | |
| Prepared by | | Reviewed by | | Approved by | |
|  | |  | |  | |

# Project Overview & Objectives

## Project Description

Provide a brief overview of the project, including its purpose, scope, and key deliverables.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
|  |  |  |  |  |  |

## Key Objectives

Outline the project’s primary goals and expected outcomes.

|  |
| --- |
|  |

# Budget Summary

|  |  |
| --- | --- |
| Total Grant Request: | $ |
| Total Project Cost: | $ |

# Budget Proposal Justification

## Justification

Explain why the requested budget is necessary to achieve the project’s objectives. Provide detailed reasoning for key expenses, including personnel, equipment, or capital investments. Highlight how each budget category contributes to the successful completion of the project.

|  |
| --- |
|  |

## Key Investments

Mention specific areas requiring additional funding or resource allocation, and justify these decisions (e.g., new hires, technology upgrades, external contractors).

|  |  |
| --- | --- |
| Personnel |  |
| Technology Upgrades |  |
| Educational Materials |  |
| Sustainable Equipment |  |

# Direct Costs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Personnel | | Year 1 ($) | Year 2 ($) | Year 3 ($) | Total ($) |
| Principal Investigator | |  |  |  |  |
| Project Manager | |  |  |  |  |
| Local Agricultural Trainers (3) | |  |  |  |  |
| Research Assistants (2) | |  |  |  |  |
| Administrative Support | |  |  |  |  |
| Total Personnel | |  |  |  |  |
| Fringe Benefits | | Year 1 ($) | Year 2 ($) | Year 3 ($) | Total ($) |
| X% of Personnel | |  |  |  |  |
| Total Fringe Benefits | |  |  |  |  |
| Travel Costs | | Year 1 ($) | Year 2 ($) | Year 3 ($) | Total ($) |
| Domestic Travel (Site Visits) | |  |  |  |  |
| International Conferences | |  |  |  |  |
| Other Travel (Local Meetings) | |  |  |  |  |
| Total Travel Costs | |  |  |  |  |
| Supplies & Materials | | Year 1 ($) | Year 2 ($) | Year 3 ($) | Total ($) |
| Sustainable Irrigation Systems | |  |  |  |  |
| Educational Materials | |  |  |  |  |
| Office Supplies | |  |  |  |  |
| Total Supplies & Materials | |  |  |  |  |
|  |  |  |  |  |  |
| Total Direct Costs | |  |  |  |  |

# Indirect Costs (Overhead)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Year 1 ($) | Year 2 ($) | Year 3 ($) | Total ($) |
| Overhead Costs (Rent, Utilities) |  |  |  |  |
| Administrative Fees |  |  |  |  |
| Other |  |  |  |  |
| Other |  |  |  |  |
| Total Indirect Costs |  |  |  |  |

# Total Project Costs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Year 1 ($) | Year 2 ($) | Year 3 ($) | Total ($) |
| Total Direct Costs | |  |  |  |  |
| Total Indirect Costs | |  |  |  |  |
| Total Project Costs | |  |  |  |  |

# Additional Expenses

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Medical Equipment |  |  |
| Technology |  |  |
| Training Materials |  |  |
| Office Supplies |  |  |
| Other |  |  |
| Total Additional Expenses | |  |

# Risk Management & Mitigation Strategy

|  |  |
| --- | --- |
| Risks | Mitigation Strategies |
|  |  |
|  |  |

# Timeline & Milestones

|  |  |
| --- | --- |
| Timeframe | Key Milestone or Phase |
|  |  |
|  |  |
|  |  |
|  |  |

# Approval Workflow

|  |  |  |
| --- | --- | --- |
| Prepared by | Signature | Date |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Reviewed by | Signature | Date |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Approved by | Signature | Date |
|  |  |  |

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| --- |
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