**[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=Sample+Grant+Budget+Proposal-word-11142&lpa=Sample+Grant+Budget+Proposal+word+11142)Grant Budget Proposal   
Template – Example**

Grant Budget Proposal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Title | | | | | |
| Climate-Resilient Agriculture for Vulnerable Communities | | | | | |
|  |  |  |  |  |  |
| Principal Investigator | | | | | |
| Dr. Kiran Gupta | | | | | |
|  |  |  |  |  |  |
| Department / Organization | | | | Submission Date | |
| Global Agricultural Solutions (GAS) | | | | February 15, 20XX | |
| Funding Agency | | | | Project Duration | |
| International Climate Fund (ICF) | | | | 3 Years | |
| Prepared by | | Reviewed by | | Approved by | |
| Kiran Gupta | | Lori Garcia | | Jamal King | |

# Project Overview & Objectives

## Project Description

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| This project seeks to enhance food security and improve the livelihoods of vulnerable rural communities by introducing climate-resilient agricultural practices. The initiative will focus on training local farmers, providing sustainable resources, and establishing long-term agricultural solutions that withstand climate change. Through collaboration with local governments, NGOs, and agricultural experts, this project will help communities adapt to changing climate conditions while promoting environmental sustainability. | | | | | |
|  |  |  |  |  |  |

## Key Objectives

Outline the project’s primary goals and expected outcomes.

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| * Train 500 local farmers in climate-resilient techniques across ten communities by Year 2. * Implement sustainable irrigation systems in drought-prone areas to increase agricultural yields by 15% over three years. * Develop and disseminate educational materials on climate-smart agriculture to local farmers and stakeholders. * Establish a monitoring system to assess the project's long-term impacts on crop yield, soil health, and water usage. |

# Budget Summary

|  |  |
| --- | --- |
| Total Grant Request: | $1,500,000 |
| Total Project Cost: | $1,750,000 |

# 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.

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| The requested budget is crucial for successfully implementing this project. Personnel costs include hiring local agricultural workers, experts, and administrative staff to manage daily operations. Travel expenses are necessary for site visits, training, and international collaboration with climate experts. The budget for equipment and materials includes sustainable farming tools, irrigation systems, and educational resources for community members. Upgrading infrastructure in water-scarce areas and other capital investments are necessary to ensure the project's long-term sustainability. |

## Key Investments

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

|  |  |
| --- | --- |
| Personnel | Hiring local health workers, agricultural trainers, and experts |
| Technology Upgrades | Installing modern, climate-resilient irrigation systems |
| Educational Materials | Developing and distributing training manuals for farmers |
| Sustainable Equipment | Procuring solar-powered irrigation systems and other eco-friendly farming tools |

# Direct Costs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Personnel | | Year 1 ($) | Year 2 ($) | Year 3 ($) | Total ($) |
| Principal Investigator | | $50,000 | $50,000 | $50,000 | $150,000 |
| Project Manager | | $35,000 | $35,000 | $35,000 | $105,000 |
| Local Agricultural Trainers (3) | | $60,000 | $60,000 | $60,000 | $180,000 |
| Research Assistants (2) | | $40,000 | $40,000 | $40,000 | $120,000 |
| Administrative Support | | $20,000 | $20,000 | $20,000 | $60,000 |
| Total Personnel | | $205,000 | $205,000 | $205,000 | $615,000 |
| Fringe Benefits | | Year 1 ($) | Year 2 ($) | Year 3 ($) | Total ($) |
| X% of Personnel | | $30,750 | $30,750 | $30,750 | $92,250 |
| Total Fringe Benefits | | $30,750 | $30,750 | $30,750 | $92,250 |
| Travel Costs | | Year 1 ($) | Year 2 ($) | Year 3 ($) | Total ($) |
| Domestic Travel (Site Visits) | | $20,000 | $20,000 | $20,000 | $60,000 |
| International Conferences | | $15,000 | $15,000 | $15,000 | $45,000 |
| Other Travel (Local Meetings) | | $5,000 | $5,000 | $5,000 | $15,000 |
| Total Travel Costs | | $40,000 | $40,000 | $40,000 | $120,000 |
| Supplies & Materials | | Year 1 ($) | Year 2 ($) | Year 3 ($) | Total ($) |
| Sustainable Irrigation Systems | | $25,000 | $25,000 | $25,000 | $75,000 |
| Educational Materials | | $15,000 | $15,000 | $15,000 | $45,000 |
| Office Supplies | | $10,000 | $10,000 | $10,000 | $30,000 |
| Total Supplies & Materials | | $50,000 | $50,000 | $50,000 | $150,000 |
|  |  |  |  |  |  |
| Total Direct Costs | | $325,750 | $325,750 | $325,750 | $977,250 |

# Indirect Costs (Overhead)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Year 1 ($) | Year 2 ($) | Year 3 ($) | Total ($) |
| Overhead Costs (Rent, Utilities) | $40,000 | $40,000 | $40,000 | $120,000 |
| Administrative Fees | $10,000 | $10,000 | $10,000 | $30,000 |
| Other |  |  |  | $0 |
| Other |  |  |  | $0 |
| Total Indirect Costs | $50,000 | $50,000 | $50,000 | $150,000 |

# Total Project Costs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Year 1 ($) | Year 2 ($) | Year 3 ($) | Total ($) |
| Total Direct Costs | | $325,750 | $325,750 | $325,750 | $977,250 |
| Total Indirect Costs | | $50,000 | $50,000 | $50,000 | $150,000 |
| Total Project Costs | | $375,750 | $375,750 | $375,750 | $1,127,250 |

# Additional Expenses

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Medical Equipment | First-aid kits, field equipment | $5,000 |
| Technology | Monitoring sensors, data tracking | $20,000 |
| Training Materials | Manuals, online tools | $15,000 |
| Office Supplies | Printing, software | $10,000 |
| Other |  |  |
| Total Additional Expenses | | $50,000 |

# Risk Management & Mitigation Strategy

|  |  |
| --- | --- |
| Risks | Mitigation Strategies |
| Risk 1: Unpredictable weather patterns may disrupt farming schedules | Incorporate flexible schedules and alternative crops to adapt to changing weather conditions. |
| Risk 2: Potential delays in equipment procurement | Establish early contracts with multiple vendors to ensure timely equipment delivery and implement backup options. |

# Timeline & Milestones

|  |  |
| --- | --- |
| Timeframe | Key Milestone or Phase |
| Year 1: February 20XX – May 20XX | Recruit and train project staff. |
| Year 1: June 20XX – December 20XX | Install sustainable irrigation systems. |
| Year 2: January 20XX – December 20XX | Conduct climate-smart agriculture workshops. |
| Year 3: January 20XX – December 20XX | Monitor project impact and prepare final report. |

# Approval Workflow

|  |  |  |
| --- | --- | --- |
| Prepared by | Signature | Date |
| Kiran Gupta |  | February 15, 20XX |

|  |  |  |
| --- | --- | --- |
| Reviewed by | Signature | Date |
| Lori Garcia |  | February 18, 20XX |

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| --- | --- | --- |
| Approved by | Signature | Date |
| Jamal King |  | February 22, 20XX |

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