Budget justification template

Explain each budget line so a reviewer can see how every cost supports the project.

Reviewers read the budget and the narrative together. For each line, say what it is, how you calculated it, and why the project needs it. Use your real quotes, salaries and rates.

Budget table

Line	Calculation	Amount requested	Other funding	Justification
Staff: [role]	[hours or FTE] x [rate] x [period]	[£]	[£]	[What this role delivers]
On-costs	[rate]% of salaries	[£]	[£]	[Basis, for example your payroll policy]
Travel	[trips] x [cost per trip]	[£]	[£]	[Purpose of travel]
Equipment	[items] x [unit cost]	[£]	[£]	[Why it is needed, quote attached]
Supplies	[basis]	[£]	[£]	[What and why]
Contractors	[days] x [day rate]	[£]	[£]	[Scope and how chosen]
Evaluation	[basis]	[£]	[£]	[Method]
Indirect / overhead	[rate and basis]	[£]	[£]	[Only if the funder allows it]
Total		[£]	[£]	

Narrative for each line

[Line name]: [What it is]. [How the figure was calculated]. [How it links to an activity or outcome in the proposal].

Checks before you submit

- Totals match the application form exactly
- Every cost is allowed under the funder's guidance
- Match or co-funding is shown if required, with evidence
- Amounts are in pounds sterling and say whether they include VAT

Free template from Grant Writing Company (grantwritingcompany.com/templates/uk/budget-narrative/). Replace every [bracket] with your own facts. General guidance only, not legal or tax advice. Funders decide every award.