Defining Specific Activities

- Project background and justification
- Motivation
- Innovation
- Project Objectives
- Project beneficiaries
- Project methodology
- Technologies to be used
- Project Outputs
- Project Monitoring
- Project sustainability
- Specify how continuity to be sustained
- Budget
Constructing the Grant Budget

- What is the limit?
- Refining the Budget
- Cost Sharing and Matching
- Justifying your Budget
Developing the Budget - Two parts

1. the budget form which breaks the budget into specific categories

2. a budget narrative that explains how you arrived at these figures and how the money will be used
Type of Budget Costs

**Direct Costs**
- Costs that can be identified specifically with a particular project or that can be directly assigned to specific activities.

**Indirect Costs**
- Costs that are incurred for common or joint objectives, and, therefore, cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity.
Cost Share or Matching

Funders like to see that the institution is putting funds into a project as well

Match - A 50% match for a $30,000 grant is $15,000

A 50% Cost Share of the total project cost where the funder puts up $15,000 because it is 50% of $30,000 total.
Budget Review

• Review your budget objectively
• Have you requested enough funding to complete the project professionally
• Target your budget to the “average” award range indicated by the agency
• You may need to demonstrate that your organization has adequate facilities to do the project as well.
Budget Creation – Key Categories

- Equipment
- Personnel salaries
- Professional Services
- Research Expenses
- International Travel
- Training
- Support Services
Hands On
Creating a Budget