

Budget Justification Instructions

Attach a Budget Justification document explaining expenses listed on the Community Grant Budget Form. Describe *only* those expenses that will be paid with Great Plains Center Pilot Grant funds. Use the following format:

PERSONNEL SALARIES AND WAGES

For *each* individual listed in the Personnel Salaries and Wages section of the Community Grant Budget Form, briefly explain his/her role in the project and his/her qualifications. Be sure to include the following information:

- Name
- Degree (if applicable)
- Project title (for example, Director, Coordinator, Nurse, Instructor, etc.)
- Role or roles in project
- Qualifications and or experience
- Estimated hours of effort on the project

CONSULTANTS

For *each* consultant listed on the Community Grant Budget Form, briefly explain his/her role in the project and his/her qualifications. Be sure to include the following information:

- Name
- Degree (if applicable)
- Organization/business
- Organizational/business Title (if applicable)
- Role or roles in project
- Qualifications and or experience
- Estimated hours of effort on the project

EQUIPMENT

Explain the need for and cost of *each* item of equipment listed on the budget page. Explain how the equipment will be used in the project.

SUPPLIES

For *each* category of supplies listed on the budget page, explain how and why they will be used in the project.

TRAVEL

Explain each line item of travel cost listed on the budget page, including mileage rate, estimated hotel and food costs, etc.

OTHER EXPENSES

Explain each line item expense listed in on the budget page.