



Budget Alignment Guide

Ensure your budget aligns with your project narrative and funding goals.

Key Components of a Grant Budget

- Personnel and fringe benefits
- Travel, equipment, and supplies
- Contractual services and consultants
- Other direct costs and indirect costs

Aligning Budget Lines with Project Activities

- Match each cost item to a program activity described in your proposal.
- Provide brief justifications for each major expense.
- Ensure budget narrative language mirrors your financial table.

Common Mistakes to Avoid

- Budget items not explained in the narrative.
- Mathematical errors or rounding inconsistencies.
- Missing indirect cost documentation.
- Exceeding funder cost category limits.

Quick Formula for Narrative Alignment

- Activity + Cost Item + Outcome = Alignment
- Example: 'Conduct 4 workshops (Activity) — Trainer fee (Cost Item) — 100 participants trained (Outcome).'