# ■ Grant Budget Checklist

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| ■ | Reviewed the grant guidelines for eligible costs and requirements |
| ■ | Defined all project activities, services, and resources |
| ■ | Listed direct costs (personnel, contractors, supplies, travel, program costs) |
| ■ | Added indirect/overhead costs if allowed (rent, utilities, admin) |
| ■ | Documented match or in-kind contributions |
| ■ | Drafted a clear budget narrative explaining each expense |
| ■ | Checked totals for accuracy across budget and narrative |
| ■ | Aligned budget with project timeline |
| ■ | Included sustainability plan (how the project continues after funding) |