

## FORM E-3: BUDGET JUSTIFICATION Instructions

**ORGANIZATION  
NAME:**

Provide a detailed categorical budget justification of proposed project costs. Submit **one** categorical budget justification in the format of the Categorical Budget Justification Example. The form may be recreated in Excel. All of the information in the Categorical Budget Example must be included. Budgets should cover a 12-month period from January 1, 2011 – December 31, 2011. Submitted budgets must include the following categories: Personnel, Fringe, Travel, Equipment, Supplies, Contractual, Other, Total Direct Costs, Indirect Costs, and Total Budget. Personnel and Fringe must clearly identify direct prevention staff salaries versus administrative salary and fringe. Additionally, items listed in the Categorical Budget Justification Table must bear a brief justification describing what is to be purchased. If purchasing equipment, the Equipment Justification Form must be completed and submitted. Additional pages may be attached as needed. **Note:** Indirect Costs are limited to 15% of the total contract amount.