

**BUDGET JUSTIFICATION**

The Budget Justification is a written narrative that is submitted with the Budget Summary Form as an appendix to the project proposal. Please use the headings provided below. The Budget Justification should address each of the following categories that are also listed on the Budget Summary Form.

**Matching Funds**

Provide an explanation of the matching funds listed for the project.

**Personnel & Additional Personnel Costs**

Explain how the salary amount for each person listed in either personnel section of the Budget Summary Form was derived by providing a clear calculation of the expected real-time contribution of the person to the project. Indicate the salary the person receives as a function of his/her regular appointment. Also, describe the roles of all personnel and justify their inclusion in the project.

**Participant Costs**

Detail all participant costs and stipends for the project years, and list the per-item cost information and the estimated quantities needed for the project. Explain why these expenses are necessary to achieving the project’s objectives and activities.

**Additional Costs**

Itemize all additional expenses for the project years. Explain why these expenses are necessary to achieving the project’s objectives and activities.

\*\*A FILLABLE (Excel) version of this form can be found at: <http://mdhe.mo.gov/ppc/grants/teacherquality.php>