

Use the "Proposal budget template" to create a proposed budget for your project.

The table's title contains several essential fields for the document that must be filled in to set up the budget.

Organization name					
Project name					
Project duration from	02/10/2021	till	06/15/2022	490 days	16 months

- In the "Organization name" field, enter the name of your organization;
- In the "Project name" field, enter the name of the project for which you are submitting a budget proposal;
- In the "Project duration from" fields, you must specify the start and end dates for implementing your activity. In 2 adjacent cells, the project's duration is calculated in days and months.

Below is a table with the relevant fields to fill in:

EXPENSES	EXPENSE LIMIT, %	DESCRIPTION	AMOUNT	COST	TOTAL COST	%
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- The table contains blocks by category of expenditure, which provides a list of potential expenditure items in the "EXPENSES" column. If necessary, you can delete or add the required lines/ expense items;
- In the column "EXPENSE LIMIT, %" you can specify certain limits on the size of each item of expenses (percentage of the total budget) or similarly a limit on the entire category of expenses (in the summary lines);
- In the "DESCRIPTION" column, it is necessary to detail the description of the expense items (titles of the positions of the project staff, clarification of information on travel items, etc.);
- In the "AMOUNT" column, indicate the quantity required to complete the project for each article (for example, in the "Personnel" block, this may be the number of months for which you need to attract the task executor or, when purchasing equipment, the number of required units);
- In the "COST" column, indicate the cost of a unit of goods (for example, the cost of 1 month of work of an employee or 1 unit of purchased equipment);
- In the "TOTAL COST" column, the value will be calculated automatically as the product of the "AMOUNT" and "COST" columns;
- The "%" column calculates the weight of each expense item in the total budget (the summary rows show the weight of the entire category). If the

received value is greater than specified in the “EXPENSE LIMIT, %” column, the value will be red.

An example of filling a table:

EXPENSES	EXPENSE LIMIT, %	DESCRIPTION	AMOUNT	COST	TOTAL COST	%
Personnel						
Staff Member 1		Project manager	16	\$500.00	\$8,000.00	13.8%
Staff Member 2		Accountant	16	\$300.00	\$4,800.00	8.3%
Staff Member 3		Media manager	10	\$200.00	\$2,000.00	3.5%
Staff Member 4		IT specialist	5	\$1,000.00	\$5,000.00	8.6%
Staff Member 5					\$0.00	0.0%
Other (specify)					\$0.00	0.0%
	30.0%	Personnel subtotal			\$19,800.00	34.2%