

Use our “Budget template for grants” to create a budget for a grant project with the ability to take into account different sources of funding.

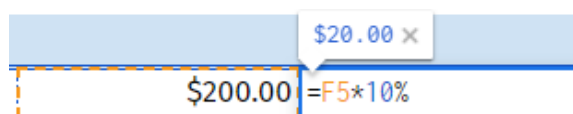
The template contains several sections with the names of categories of direct and indirect costs of the grant. These categories include a list of constituent items of expenditure. Budget categories:

- PERSONNEL
- FRINGE BENEFITS
- TRAVEL
- EQUIPMENT - Items with a unit cost over \$5,000
- SUPPLIES - Items with a unit cost less than \$5,000
- CONTRACTUAL
- CONSTRUCTION
- OTHER DIRECT COSTS
- INDIRECT COSTS.

To create a budget, you must fill in the following fields:

Amount	UOM	Price	Cost	Own contribution	Co-financing	Expected funding
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- In the “Amount” column, enter the amount of services/goods required to implement the grant, and in the “UOM” column, enter the units of measure for each item of expenditure. (For example, in the “PERSONNEL” block, you can enter 2 and month, and in the “Air fare” expense item, enter 4 and ticket).
- In the “Price” column, enter the cost of each unit by item (for example, 1 month of work of a contract expert or 1 air ticket for a specified route).
- In the “Cost” column, the total cost of the specified number of required services/goods is automatically calculated.
- Some grant programs require organizations to make their own contribution to the implementation of the project, which can be provided either by purchasing material assets or paying for the work of experts. In most cases, the own contribution is calculated as a percentage of the total grant. In the “Own contribution” you can make a fixed rate of your own contribution or calculate the ratio of the cost of the expense item. For example, as shown in the screenshot.



- In the “Co-financing” column, indicate the amount or similarly calculate the cost, considering the percentage ratio, if you are attracting co-financing for this activity.
- In the “Expected funding” column, the value will be automatically calculated as the difference between the total required funding minus own contribution and co-financing.
- Under the categories of costs are the summary lines.

Filling example:

	Amount	UOM	Price	Cost	Own contribution	Co-financing	Expected funding
PERSONNEL							
Position title 1	2	month	\$100.00	\$200.00	\$20.00	\$0.00	\$180.00
Position title 2	5	month	\$120.00	\$600.00	\$60.00	\$0.00	\$540.00
Position title 3	8	month	\$150.00	\$1,200.00	\$120.00	\$0.00	\$1,080.00
Position title 4	10	month	\$180.00	\$1,800.00	\$180.00	\$0.00	\$1,620.00
Position title 5	12	month	\$200.00	\$2,400.00	\$240.00	\$0.00	\$2,160.00
TOTAL PERSONNEL				\$6,200.00	\$620.00	\$0.00	\$5,580.00

Similarly, all categories of possible costs under the grant must be completed. The table also contains total rows: “TOTAL PERSONNEL with Fringes” and “TOTAL DIRECT COSTS”, which sum up the respective budget blocks.

At the bottom of the table is the final block, which summarizes the values for all funding sources. Calculation example:

GRAND TOTAL REQUESTED	Grand total	Own contribution	Co-financing	Expected funding
	\$662,505.00	\$682.00	\$282,775.00	\$379,048.00