**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=11142&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Budget+Proposal-word-11142&lpa=Blank+Budget+Proposal+word+11142)Budget Proposal Template**

Budget Proposal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Name | | | | Fiscal Year / Quarter | |
|  | | | |  | |
|  | | | | | |
| Department / Division | | | | Date | |
|  | | | |  | |
|  |  |  |  |  |  |
| Prepared by | | Reviewed by | | Approved by | |
|  | |  | |  | |

# Executive Summary & Goals

## Overview

Provide a high-level budget summary, including its purpose and alignment with the organization’s strategic goals.

|  |
| --- |
|  |

## Key Objectives

List the primary goals this budget supports, such as growth targets, cost management, or major project implementation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
|  |  |  |  |  |  |
| Total Budget | | | | | |
| $0 | | | | | |

# Budget Proposal Justification

## Justification

Provide a detailed explanation for why the proposed budget is necessary. Describe how the budget supports organizational goals, increases in certain areas, and critical investments. Highlight specific areas of spending that are critical for success and why specific allocations are necessary (e.g., new hires, technology upgrades, marketing campaigns).

|  |
| --- |
|  |

## Key Investments

Justify any major personnel, capital expenditures, or operational improvement allocations.

|  |  |
| --- | --- |
| Personnel |  |
| Operating Costs |  |
| Capital Expenditures |  |

# Revenue Projections

|  |  |
| --- | --- |
| Revenue Source | Amount ($) |
| Grant from |  |
| Corporate Sponsorships |  |
| Sales Revenue |  |
| Service Contracts |  |
| Grants |  |
| Other Income (Specify) |  |
| Total Projected Revenue |  |

# Personnel Costs

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Salaries & Wages | Direct wages for staff |  |
| Project Manager | Oversee project operations |  |
| Health Educators (3) | Conduct workshops and community outreach |  |
| Benefits | Healthcare and retirement |  |
| Training & Development | Staff training and certifications / Professional development |  |
| Total Personnel Costs | |  |

# Operating Costs

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Administrative Costs | Office supplies, rent, etc. |  |
| Utilities | Electricity, water, internet |  |
| IT & Software | Systems, licenses, subscriptions |  |
| Marketing & Advertising | Digital marketing, promotions |  |
| Travel & Transportation | Transportation for outreach |  |
| Total Operating Costs | |  |

# Capital Expenditures

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Equipment Purchases | New technology: Laptops, projectors, mobile clinic tools |  |
| Facility Upgrades | Renovations, expansion |  |
| Other |  |  |
| Total Capital Expenditures | |  |

# Indirect Costs (Overhead)

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Rent | Office rent / facility use |  |
| Utilities | Shared costs (electricity, water) |  |
| Administrative Salaries | HR, Finance, Legal |  |
| Other |  |  |
| Total Indirect Costs | |  |

# Cost Summary

|  |  |  |
| --- | --- | --- |
| Category | | Total ($) |
| Total Personnel Costs | |  |
| Total Operating Costs | |  |
| Total Capital Expenditures | |  |
| Total Indirect Costs | |  |
| Overall Total Budget | |  |
| Total Projected Revenue | |  |
| Surplus / Deficit | Surplus + / Deficit – |  |

# Contingency & Reserve Funds

## Contingency Fund

|  |
| --- |
| $0 |

## Justification for Contingency

Explain the need for a contingency fund to cover unforeseen expenses, like cost overruns or unexpected operational delays. Include specific risks the contingency fund addresses.

|  |
| --- |
|  |

# Risk Assessment & Mitigation

|  |  |
| --- | --- |
| Risks | Mitigation Strategies |
|  |  |
|  |  |
|  |  |

# Approval Workflow

|  |  |  |
| --- | --- | --- |
| Prepared by | Signature | Date |
|  |  |  |
|  | | |
| Reviewed by | Signature | Date |
|  |  |  |
|  | | |
| Approved by | Signature | Date |
|  |  |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |