**[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+Capital+Budget+Proposal-word-11142&lpa=Blank+Capital+Budget+Proposal+word+11142)Capital Budget Proposal   
Template**

Capital Budget Proposal

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

# Project Overview & Objectives

## Overview

Provide a high-level summary of the capital budget proposal, outlining its purpose and alignment with the company’s strategic growth objectives.

|  |
| --- |
|  |

## Objectives

|  |
| --- |
|  |

# Capital Expenditure Summary

|  |  |
| --- | --- |
| Total Capital Budget: | $ |

## Primary Investments

|  |  |
| --- | --- |
| Project 1: | $ |
| Project 2: | $ |
| Project 3: | $ |

# Project Details & Justification

Provide detailed reasoning for the proposed capital budget. Explain why these investments are necessary for achieving the company’s long-term goals. Highlight significant capital projects, such as infrastructure upgrades, new facility construction, or large equipment purchases, and provide the rationale for each.

## Project 1:

|  |  |  |
| --- | --- | --- |
| Description |  | |
| Justification |  | |
| Estimated Cost | | $ |
| Expected ROI | | % |

## Project 2:

|  |  |  |
| --- | --- | --- |
| Description |  | |
| Justification |  | |
| Estimated Cost | | $ |
| Expected ROI | | % |

## Project 3:

|  |  |  |
| --- | --- | --- |
| Description |  | |
| Justification |  | |
| Estimated Cost | | $ |
| Expected ROI | | % |

|  |  |
| --- | --- |
| Total Project Costs: | $ |

# Capital Expenditures

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Infrastructure Upgrades | Renovation or enhancement of existing facilities |  |
| New Facility Construction | New building projects |  |
| Major Equipment Purchases | Production machinery, data centers, etc. |  |
| Technology Upgrades | IT systems, new software solutions |  |
| Fleet Upgrades  (if applicable) | New vehicles, machinery |  |
| Other |  |  |
| Total Capital Expenditures | |  |

# Operating Costs for Capital Investments

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Maintenance Costs | Ongoing maintenance for new equipment/facilities |  |
| Staffing Costs | New personnel needed for capital projects |  |
| Utilities | Increased utility costs due to expansion |  |
| Insurance | Additional insurance for new assets/facilities |  |
| Other |  |  |
| Total Operating Costs | |  |

# Revenue / Funding Sources

|  |  |
| --- | --- |
| Revenue / Funding Source | Amount ($) |
| Internal Funding |  |
| External Financing (green bonds) |  |
| Internal Reserves |  |
| External Loans |  |
| Grants / Subsidies |  |
| Private Investment |  |
| Grants |  |
| Other Income (specify) |  |
| Total Revenue / Funding |  |

# Projected Return on Investment (ROI)

|  |  |  |
| --- | --- | --- |
| Capital Project | Projected ROI (%) | Timeframe (Years) |
| Project 1 | % |  |
| Project 2 | % |  |
| Project 3 | % |  |

# Implementation & Timeline

|  |  |  |
| --- | --- | --- |
| Capital Project | Start Date | End Date |
| Project 1 |  |  |
| Project 2 |  |  |
| Project 3 |  |  |

## Milestones

|  |
| --- |
|  |

# Contingency Fund & Risk Assessment

## Contingency Fund

|  |
| --- |
| $ |

## Justification for Contingency

Explain the need for contingency funds to cover unforeseen expenses related to the capital projects, such as cost overruns or project delays.

|  |
| --- |
|  |

## Risk Assessment & Mitigation

|  |  |  |
| --- | --- | --- |
| Risk | Potential Impact | Mitigation Strategy |
|  |  |  |
|  |  |  |

# Budget Summary

|  |  |  |
| --- | --- | --- |
| Category | | Total ($) |
| Total Capital Expenditures | |  |
| Total Operating Costs for Capital Investments | |  |
| Overall Total Budget | |  |
| Total Funding | |  |
| Contingency Fund | |  |
| Total Revenue / Funding | |  |
| Surplus / Deficit | Surplus + / Deficit – |  |

# Approval Workflow

|  |  |  |
| --- | --- | --- |
| Prepared by | Signature | Date |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Reviewed by | Signature | Date |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Approved by | Signature | Date |
|  |  |  |

|  |
| --- |
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