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

Project Budget Proposal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Title | | | | | |
|  | | | | | |
|  |  |  |  |  |  |
| Project Manager | | | | | |
|  | | | | | |
|  |  |  |  |  |  |
| Department / Organization | | | | Submission Date | |
|  | | | |  | |
| Prepared by | | Reviewed by | | Approved by | |
|  | |  | |  | |

# Project Overview & Objectives

## Project Description

Briefly describe the project's purpose, scope, and key deliverables.

|  |
| --- |
|  |

## Objectives

|  |  |
| --- | --- |
| Objective 1 |  |
| Objective 2 |  |
| Objective 3 |  |

# Budget Summary

## Total Budget

|  |
| --- |
| $ |

## Expense Breakdown

|  |  |
| --- | --- |
| Personnel Costs | $ |
| Operating Costs | $ |
| Capital Expenditures | $ |
| Contingency Fund | $ |

# Budget Proposal Justification

## Justification

Explain why the requested budget is necessary to achieve the project’s objectives. Provide detailed reasoning for key expenses, including personnel, equipment, or capital investments. Highlight how each budget category contributes to the successful completion of the project and aligns with organizational goals or strategic initiatives.

|  |
| --- |
|  |

## Key Investments

|  |  |
| --- | --- |
| Personnel |  |
| Technology |  |
| Training |  |

# Anticipated Revenue

|  |  |
| --- | --- |
| Revenue Source | Amount ($) |
| Government Grants |  |
| Corporate Sponsorships |  |
| Donations |  |
| Sales Revenue (training materials) |  |
| Other (specify) |  |
| Total Projected Revenue |  |

# Funding Sources

|  |  |
| --- | --- |
| Funding Source | Amount ($) |
| Internal Funding |  |
| External Grants / Sponsorships |  |
| Other |  |
| Total Projected Funding |  |

# Direct Costs

## Personnel Costs

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Project Manager Salary | Project implementation oversight |  |
| Engineers (4) | Technical design and implementation expertise |  |
| Local Technicians | System maintenance |  |
| Other (specify) |  |  |
| Total Personnel Costs | |  |

## Materials & Supplies

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Solar Panels & Hardware | Power for purification units |  |
| Purification System Materials | Filters, sensors, water storage |  |
| Other (specify) |  |  |
| Total Materials & Supplies | |  |

## Subcontractors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Category | | Description | | Amount ($) | |
| Installation Contractors | | Installation services for 50 units | |  | |
| Training Contractors | | On-site training of local staff | |  | |
| Other (specify) | |  | |  | |
| Total Subcontractors | | | |  | |
|  |  |  |  |  |  |
| Total Direct Costs | | | |  | |

# Indirect Costs (Overhead)

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Overhead Costs | Rent, utilities, and administrative support |  |
| Administrative Costs | Legal, finance, and HR services |  |
| Other (specify) |  |  |
| Total Indirect Costs | |  |

# Capital Expenditures

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Equipment Purchases | Solar-powered purification units |  |
| Infrastructure Upgrades | Facility expansion for storage |  |
| Other (specify) |  |  |
| Total Capital Expenditures | |  |

# Contingency & Risk Management

## Contingency Fund

|  |
| --- |
| $ |

## Justification for Contingency

Explain why a contingency fund is necessary for this project, such as accounting for unexpected costs, delays, or changes in project scope.

|  |
| --- |
|  |

## Risk Assessment

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

# Cost Summary

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

# Implementation & Timeline

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Description | Start Date | End Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Approval Workflow

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

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

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

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| --- |
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