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

Budget Proposal

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

# Executive Summary & Goals

## Overview

Briefly summarize the budget and its alignment with organizational goals.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Text | | | | | |
|  |  |  |  |  |  |
| Total Budget | |  |  |  |  |
| $ | | | | | |

# Budget Proposal Justification

## Justification

Briefly explain why the proposed budget is necessary. Focus on the most essential allocations, such as personnel, equipment, or capital investments, and explain how these are critical for the success of the project, department, or organization.

|  |
| --- |
| Text |

## Key Investments

Mention specific areas where funding has been prioritized (e.g., new hires, technology).

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

# Revenue Projections

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

# Expense Breakdown

|  |  |
| --- | --- |
| Category | Total ($) |
| Personnel Costs |  |
| Operating Costs |  |
| Capital Expenditures |  |
| Indirect Costs |  |
| Overall Total Budget |  |

# 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 + |  |

# Contingency & Reserve Funds

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contingency Fund |  |  |  |  |
| $ | | | | |

## Justification for Contingency

|  |
| --- |
| Text |

# Approval Workflow

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

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

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

|  |
| --- |
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