**[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=Sample+Simple+Budget+Proposal-word-11142&lpa=Sample+Simple+Budget+Proposal+word+11142)Simple Budget Proposal   
Template – Example**

Budget Proposal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Name | | | | Fiscal Year / Quarter | |
| Global Health Organization | | | | FY 20XX | |
|  |  |  |  |  |  |
| Department / Division | | | | Date | |
| Global Health Organization | | | | January 15, 20XX | |
|  |  |  |  |  |  |
| Prepared by | | Reviewed by | | Approved by | |
| Kiran Gupta | | Devon Gomez | | Jonathan Wong | |

# Executive Summary & Goals

## Overview

Briefly summarize the budget and its alignment with organizational goals.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The Global Health Awareness Initiative seeks to increase public knowledge of infectious diseases, mental health, and nutrition. This budget supports workshops, public seminars, and an online awareness campaign targeting diverse communities. | | | | | |
|  |  |  |  |  |  |
| Total Budget | |  |  |  |  |
| $123,900 | | | | | |

# 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.

|  |
| --- |
| The budget is critical to fund personnel, materials, and outreach activities needed to achieve the project's goals. The largest budget allocation funds salaries for health educators and project managers who will lead workshops and seminars. Additional costs cover materials for educational campaigns and logistical expenses for community outreach. |

## Key Investments

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

|  |  |
| --- | --- |
| Personnel | Salaries for project managers and health educators |
| Operating Costs | Educational materials and supplies |
| Capital Expenditures | Transportation for outreach activities |

# Revenue Projections

|  |  |
| --- | --- |
| Revenue Source | Amount ($) |
| Grant from Health Ministry | $150,000 |
| Corporate Sponsorships | $50,000 |
| Sales Revenue |  |
| Service Contracts |  |
| Grants |  |
| Other Income (Specify) |  |
| Total Projected Revenue | $200,000 |

# Expense Breakdown

|  |  |
| --- | --- |
| Category | Total ($) |
| Personnel Costs | $70,000 |
| Operating Costs | $35,000 |
| Capital Expenditures | $8,400 |
| Indirect Costs | $10,500 |
| Overall Total Budget | $123,900 |

# Cost Summary

|  |  |  |
| --- | --- | --- |
| Category | | Total ($) |
| Total Personnel Costs | | $70,000 |
| Total Operating Costs | | $35,000 |
| Total Capital Expenditures | | $8,400 |
| Total Indirect Costs | | $10,500 |
| Overall Total Budget | | $123,900 |
| Total Projected Revenue | | $200,000 |
| Surplus / Deficit | Surplus + | $76,100 |

# Contingency & Reserve Funds

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contingency Fund |  |  |  |  |
| $10,000 | | | | |

## Justification for Contingency

Briefly explain why the contingency fund is needed (e.g., to account for unexpected costs or project associated risks).

|  |
| --- |
| The contingency fund will account for any unforeseen costs, such as additional outreach locations or unexpected price increases for materials. |

# Approval Workflow

|  |  |  |
| --- | --- | --- |
| Prepared by | Signature | Date |
| Kiran Gupta |  | January 15, 20XX |

|  |  |  |
| --- | --- | --- |
| Reviewed by | Signature | Date |
| Devon Gomez |  | January 16, 20XX |

|  |  |  |
| --- | --- | --- |
| Approved by | Signature | Date |
| Jonathan Wong |  | January 18, 20XX |

|  |
| --- |
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