

# Appendices and Supporting Documents

## Funding Plan Sample

### Appendix A: Detailed Budget Breakdown

Item	Description	Amount (USD)
Personnel	Project Manager, Accountant, Admin Support	50,000
Equipment	Laptops, Printers, Projector	15,000
Travel	Field Visits & Stakeholder Meetings	8,000
Supplies	Office and Stationery Supplies	2,000
Other	Miscellaneous Expenses	5,000
<b>Total</b>		<b>80,000</b>

### Appendix B: Implementation Timeline

Activity	Timeframe	Responsible Party
Hiring Personnel	Month 1	HR Manager
Procure Equipment	Month 1-2	Operations Head
Organize Field Visits	Month 2-3	Project Lead
Draft Reports	Month 4	Project Manager

### Appendix C: Letters of Support

1. Letter from City Mayor
2. Letter from Partner Organization
3. Letter from Community Leaders

### Appendix D: Organizational Documents

- Certificate of Incorporation
- Organization By-Laws
- Audit Financial Statement (last fiscal year)
- Board of Directors List

### Appendix E: Additional Supporting Documents

- Project Maps or Diagrams
- Relevant Research or Data
- Media Coverage or Testimonials

**Important Notes:**

- Ensure all appendices are clearly labeled and referenced in the main funding plan.
- All supporting documents should be relevant, up-to-date, and professionally formatted.
- Confidential or sensitive information should be appropriately handled.
- Combine all documents into a single, easy-to-navigate file or PDF for submission.