

Budget and Financial Plan Format for Funding

1. Project/Program Title

Example: Community Health Outreach Project

2. Organization/Applicant Name

Example: Helping Hands NGO

3. Period Covered

Example: January 2025 - December 2025

4. Budget Summary Table

Item	Description	Quantity	Unit Cost (\$)	Total Cost (\$)	Requested Funding (\$)	Applicant Contribution (\$)
Personnel	Project Coordinator (12 months)	1	2,000	24,000	12,000	12,000
Supplies	Medical Kits	100	25	2,500	2,500	0
Transport	Van Rental (6 months)	6	400	2,400	1,200	1,200
Training	Workshop Materials	5	300	1,500	1,000	500
Total				30,400	16,700	13,700

5. Budget Notes/Justification

Personnel: The Project Coordinator will manage all field activities and reporting for the duration of the project.

Supplies: Medical kits are essential for outreach services in communities.

Transport: Van rental will enable access to remote areas during outreach.

Training: Workshop materials are required for participant learning sessions.

6. Funding Sources

Source	Amount (\$)	Percentage (%)
Requested Funding	16,700	55
Applicant Contribution	13,700	45
Total	30,400	100

Important Notes:

- Ensure all budget figures are realistic, transparent, and well-justified.
- Clearly separate requested funding from applicant or partner contributions.
- Provide detailed descriptions for each line item whenever possible.

- Attach supporting documents if necessary, such as price quotes or salary benchmarks.
- Revise and update the budget as project plans evolve to maintain accuracy and relevance.