

Project Funding Request Spreadsheet

Project Name:	New Website Development
Project Manager:	Jane Doe
Date:	2024-06-14
Department:	Marketing

Funding Breakdown

Item/Category	Description	Estimated Cost	Justification
Personnel	UI/UX Designer (3 months)	\$12,000	Enhance user experience and visual appeal
Software	Design & Prototyping Tools	\$1,500	Required for design workflow and asset creation
Development	Frontend & Backend Dev (5 months)	\$30,000	Build and deploy website on schedule
Testing	Quality Assurance	\$3,000	Ensure functionality and performance
Marketing	Launch Campaign Materials	\$4,500	Support site launch for target audience
Total		\$51,000	

Requested Funding Timeline

Quarter/Phase	Amount Requested	Purpose
Q3 2024	\$25,000	Personnel and initial software procurement
Q4 2024	\$20,000	Development and testing
Q1 2025	\$6,000	Marketing and final QA

Additional Notes

Expected ROI: Website launch is forecasted to increase lead generation by 30% within the first year.
Risks & Contingencies: Delays in software procurement or personnel recruitment may impact timeline. Budget includes a 10% contingency reserve.

Important Notes about Project Funding Request Documents

- Provide clear and realistic cost estimates for all items and categories.
- Ensure all justifications are concise and directly linked to project objectives.
- Include a timeline that aligns funding needs with project phases or milestones.
- Add contingency plans to address unforeseen expenses or risks.
- Update the document regularly as project details or costs change.