

Multi-Year Budget Request Document

Department/Division: _____

Date of Submission: _____

1. Executive Summary

Provide a brief overview of the purpose and goals of the budget request, highlighting key priorities and outcomes expected over the multi-year period.

2. Strategic Alignment

Explain how the request aligns with organizational strategies, objectives, and priorities. Reference any relevant plans or directives guiding this proposal.

3. Budget Overview (Year-by-Year)

Year	Personnel	Operating	Capital	Total Request
2025	\$ _____	\$ _____	\$ _____	\$ _____
2026	\$ _____	\$ _____	\$ _____	\$ _____
2027	\$ _____	\$ _____	\$ _____	\$ _____

4. Detailed Budget Justification

a. Personnel

Describe positions, FTEs, and rationale for staff increases or changes for each year.

b. Operating Expenses

List and justify all non-personnel operational costs, including supplies, utilities, training, and services.

c. Capital Expenses

Outline funding needs for equipment, infrastructure, or other capital investments, with explanations of necessity and timing.

5. Funding Sources

Identify existing, projected, and requested funding sources. Indicate matching funds, grants, or external contributions as appropriate.

6. Risks and Mitigation

Identify major risks to achieving objectives under the requested budget and describe strategies for risk mitigation.

7. Performance Measures & Outcomes

Define success metrics and describe how performance will be monitored and evaluated over each year in the request.

8. Appendices

Attach supporting documents, detailed breakdowns, or additional data as needed.

Important Notes

- This document serves as a forward-looking projection—assumptions and estimates should be clearly stated.
- Requests should be prioritized and justified in alignment with organizational goals.
- Maintain consistency in cost calculations and categories across years.
- Review, update, and validate all figures before submission for accuracy.