# Major Projects Budget Allocation Format

| Project Name: | _____ | Project Code: | _____ |
|---|---|---|---|
| Project Manager: | _____ | Prepared By: | _____ |
| Start Date: | _____ | End Date: | _____ |

## Budget Allocation Details

| No. | Budget Item | Details/Description | Allocated Amount | Remarks |
|---|---|---|---|---|
| 1 | Personnel Costs | Project staff, consultants | _____ | _____ |
| 2 | Equipment & Supplies | Machinery, computers, materials | _____ | _____ |
| 3 | Contracted Services | Subcontractors, external services | _____ | _____ |
| 4 | Travel & Transportation | Project tours, logistics | _____ | _____ |
| 5 | Contingency | Unforeseen expenses | _____ | _____ |
| | **Total Allocation** | | _____ | |

## Important Notes

- This document provides a structured overview of project budget allocation for transparency and planning.
- Each budget item should include detailed justification and estimated costs.
- Regularly review and update allocations as project progresses.
- Keep supporting documents for each expenditure for audit purposes.
- Ensure all allocations comply with organizational and donor guidelines.