Your Budget and the Nature of All Fundraising Activities

Organisation Legal Name:	Enter Name here
Programme or Project Name:	Enter Name here
Requested Grant Amount:	Enter Requested Grant Amount in Local Currency here
Request-for-Proposal reference:	Enter Grant Fund name if available
Fiscal Year:	_____(start) to _____(end)
Event (start and end date):	
General Support (Length of grant term in months):	

Spend Profile: Please provide a breakdown of costs under the following headings:

Complete as applicable*	Prior Year Actual** FY XX/20XX	Budget FY 20XX	Budget FY 20XX	Breakdown or other notes
EXPENSES[1]				
Staff Compensation (xx.x FTE)				
Consultants / Contracts				
Programmes[2]				
Strategy Development/ Evaluation				
Learning and Networking (Travel)				
Admin & Overhead Expenses				
Premises/Facilities (i.e., rent)				
Capital Costs				
Publicity Costs:				
Other:				
Other:				
TOTAL EXPENSES	-	-	-	

Income Profile: Please provide a breakdown of income under the following headings:

INCOME/REVENUE

Government

Corporate Gift

Corporate employee programmes

Foundation or formalised institution

Donations from general public
(campaigns, tags, events)

Private funding from individuals and
families

Sponsorship (i.e., corporate
branding)

Investments and investment returns
(i.e. real estate, endowment)

In-kind donations

Fee-for-Service / Programmes

Annual Campaigns

Fundraising Events

Other***

TOTAL INCOME/REVENUE

Over/(under) funding

Average Annual income/revenue: $ _____ (a)
Average Annual operating expenses: $ _____ (b)
Average Over/Underfunding: $ _____ (a-b)

Average Annual Revenue Composition by Funding Source Category:

Source	Percentage of Total Revenue (adds to 100)
Government	_____%
Corporate	_____%
Corporate match programme	_____%
Foundation or formalized institution	_____%
Donations from general public	_____%
Private funding from individuals and families	_____%
Membership Fees	
Sponsorship (i.e., corporate branding)	_____%
Investments & returns (including property, endowments)	_____%
In kind donations	_____%
Fee for service / programmes	_____%
Annual campaigns	_____%
Fundraising events	_____%
Other (describe)***:	_____%

* Select Budget Categories that are consistent with the way your organisation accounts for its operations. Include approximately 5-8 summary categories. The categories provided are examples only.

**Include the month. E.g. If your FY ends in December, replace FY 20xx with FY 12/2015. If your FY ends in June, replace with FY 06/2015. If you report on a calendar year, replace xx with the year of your most current actuals, followed by the projected budget years of requested funding. If you report on a non-calendar year,

***Provide general information here that is not attributed to specific categories above, e.g. significant in-kind donations

Instructions

1. Where possible, use the Budget Categories provided above. Summarise your actual organisation's budget to match the template. If you wish, separately attach / upload your organisation budget and financials in the format your organisation accounts for its operations.
2. Programme expenses may include some additional staffing costs depending on org budget set-up.
3. Group funding sources by major categories.