

## **Budget Instructions**

The budget template will help you construct the expected budget for your application. Please provide both a full budget for the entire project and also a budget for the specific request from our foundation. All amounts should be entered in US dollars. For expenses in a foreign currency, please indicate the exchange rate used for currency conversions.

### **I. Organizational Information**

Please fill in all the information requested about your organization. The “start of period” for the project denotes the date (month/day/year) in which activities outlined in this proposal begin; the “end of period” for the project denotes the estimated date (month/day/year) in which these activities will end.

Please list the number of employees (FTEs) who will be working on the proposed project. Please also include the number of volunteers and interns (FTEs) expected to work on this project, if applicable.

### **II. Full Project Budget**

Please fill out the direct, indirect and total costs you expect to incur as a result of this project, separated by category and by year of expenditure, as indicated in the template. Direct costs are defined as expenses incurred specially for the purposes of this project. Indirect costs are overhead expenses incurred as a result of the project but not easily identified with the specific project in your proposal. Indirect costs may include costs such as those for: administrative, HR and accounting support; technological support; legal expenses; office space etc. We expect that indirect costs will normally be included as a percentage of direct costs.

Please feel free to add more rows for specific categories of direct costs not listed in the template.

### **III. Request from the Douglas B. Marshall Jr. Family Foundation**

In this section, please list the amount you are requesting from our foundation by year for each budget category. Again, feel free to add additional budget categories and additional details.

**IV. Other Sources of Funding for the Project**

Please list grants already secured for this project from other donors or from internal organizational funds. For funding that you have already secured, fill out the grant name, amount, and the source or donor providing the funding. In addition to mentioning grants already secured, please provide details of grants/funding opportunities that are in progress but not yet secured.

**V. Budget Justification**

Please write a brief justification for the expected expenses in each budget category. Please indicate the purpose of the expenses and the details of the expenses, such as:

- unit costs
- number of units
- type of expense
- frequency of expense

For example, for travel costs, a narrative with the following details is sufficient:

*“One trip planned per year for conference travel internationally at the rate of \$3000 per trip (\$2000 for airfare and \$1000 for 7 days of living expenses). In addition, 25 trips per year of ground transportation (\$50 per trip) are planned between field offices. An average of 200 days for travel to schools will be required for program management. The estimated cost of per day of travel is \$30, with more trips expected during the start-up in the first year than during later years.”*

Please provide a budget narrative for the overall budget of your project in the first section. In the second section, please write a narrative explaining the funding requested from the Douglas B. Marshall Jr. Family Foundation. If it is more convenient for you to provide a spreadsheet with your budgeting assumptions with regards to unit costs and number of units of each input, please feel free to provide that instead of or in addition to the budget narrative.

If you would like to be able to flexibly allocate funds between budget categories depending on other donor contributions, please discuss this with a representative of the foundation at: [dbmjrfoundation@gmail.com](mailto:dbmjrfoundation@gmail.com)