**[BUSINESS LOGO HERE]**

# Budget Proposal Title

**[PROJECT TITLE]**

**[DATE OF SUBMISSION]**

*EXAMPLE OPENING: This budget proposal has been written to include all of the necessary costs involved with the [PROJECT NAME] project, which we would like to begin pursuing because of [1-2 MAJOR REASONS FOR PROJECT]. Costs associated with the Project have been broken down and itemized in this proposal. Detailed and in-depth explanations have been provided for each cost element and funding request. If you have any questions about this proposal, please don’t hesitate to contact the undersigned writer.*

*TO DO: Be sure to include details about anticipated revenue or benefits of launching this project with the proposed budget.*

1. **DESCRIPTION OF PROJECT**

*TO DO: Provide a general outline or description of the project in this section. What is the project, and why is the project so important or worthwhile to the company or organization? In case this is a budget proposal for something that isn’t a project, such as internal changes to a department, simply change up the language to be more appropriate.*

1. **PERFORMANCE PERIOD**

The budget determined in this budget proposal for [PROJECT NAME] covers the entire period of performance for said project or [NUMBER] months of effort.

*TO DO: If this is an internal budget for a team or department change (or other relevant non-project needs), your superior may want a full annual budget based on the business fiscal year. Make sure to reflect that accordingly and include all relevant information.*

1. **COST ELEMENTS**

The following are necessary cost elements of the project as a whole, broken down into individual elements with full reasons and justifications.

**Labor**

*TO DO: The term burdened hourly rate (or BHR) refers to the specific cost rate to the business plus any additional overhead or administrative expenses. Make sure this is calculated accurately. In the included table, you will need to provide the reasoning behind the request for these labor resources. What are they needed for, and why can’t cheaper alternatives be chosen?*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Labor Category** | **Labor Source** | **Contractor or Employee?** | **Burdened Hourly Rate (BHR)** | **Total Hours** | **Amount Estimated/Requested** |
| [TITLE] | [NAME] | Contractor | [$] | [#] | [$] |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | Subtotal – | [$] |
|  |  |  |  | Total – | [$] |

*REASON: In this space, in as much detail as possible (while still keeping it down to one paragraph), explain your justification for the above labor costs, contractor choices, and BHR.*

**Equipment Items and Materials**

*TO DO: Keep in mind that “extended price” can be calculated by multiplying quantity with unit cost. It’s necessary to include these calculations so that relevant stakeholders can get a big picture view of posts.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Cost** | **Extended Price** |
| [DESCRIPTION] | [#] | [$] | [$] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Subtotal – | [$] |
|  |  | Total – | [$] |

*REASON: In this space, in as much detail as possible (while still keeping it down to one paragraph), explain your justification for the above equipment needs and material needs. Include the “how” and “why” these equipment items and need to be used in your project.*

**Miscellaneous Expenses**

*TO DO: In the expense type section, be sure to organize your miscellaneous expenses by groups. For example, we recommend using expense type labels such as Travel, Shipping, or Postage. In the description section, keep the description short but sensible. If you need to provide Travel descriptions, include the location the travel will take place and the duration of the trip in days.*

|  |  |  |
| --- | --- | --- |
| **Expense Type** | **Description** | **Total Cost** |
| [TYPE LABEL] | [BRIEF DESCRIPTION] | [$] |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Subtotal – | [$] |
|  | Total – | [$] |

*REASON: In this space, in as much detail as possible (while still keeping it down to one paragraph), explain your justification for the “fringe” elements of the project budget, such as shipping, postage, travel, and other necessities that don’t fit into equipment, labor, or materials.*

**4. COST SUMMARY**

By calculating all of the above information and data, the total cost for [PROJECT NAME] is estimated in the following chart:

|  |  |
| --- | --- |
| **Cost Element** | **Total Estimated Cost** |
| Labor | [$] |
| Equipment Items and Materials | [$] |
| Miscellaneous Expenses | [$] |
| Subtotal – | [$] |
| Total – | [$] |

This budget for [PROJECT NAME] was written and developed by [YOUR NAME] with input from [RELEVANT TEAMS AND MANAGERS] who also support this proposal’s budget estimate.

I officially certify that this budget proposal contains my best estimate of the honest and wholly necessary costs for this project. I officially certify that the information provided within this proposal is accurate, complete, and up-to-date as of the date of my signature below.

[BUSINESS NAME]

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[YOUR NAME], [JOB TITLE] DATE