2025 Capacity Building Fund - Budget Template

You are asked to break down the expenses for each section into detailed line items. For each line item, ensure it is an eligible expense and it is categorized under the appropriate section.

Item Name	Requested Amount
Personnel	
Total Personnel	
Travel and Parking	
Total Travel and Parking	
Materials and Supplies	
Total Materials and Supplies	
Other	
Total Other	
Total Expenses	
Revenue	
Total Revenue	
CB Funding	
% of CB Funding	

Expenses in this column should show the proposed budget request showing only where Capacity Building funding will be allocated.

This section should include funding you are receiving for this project from any other funder or any other revenue stream.

This section should indicate the funding amount (and % of budget) that the organisation is asking for from the Capacity Building Fund. The Capacity Building Funding amount will be calculated automatically by subtracting the Total Revenue from the Total Expenses.