

Budget Worksheet

Grant #

Grantee Name:

Project Title:

INSTRUCTIONS:

1. Complete this budget form if your grant will be awarded and managed in a single currency.
2. If additional rows and/or columns are needed, you may add them into this sheet.
3. Please include detailed cost assumptions and descriptions of the line items in the last column.
4. Please review all calculations prior to submission.

Category	Unit Cost	Year 1	Year 2	Total Funds Requested
Salaries and Benefits				
Salaries and Benefits				
Full Time Employee #1		-	-	-
Full Time Employee #2		-	-	-
Part Time Employee #1		-	-	-
Part Time Employee #2		-	-	-
Total Salaries and Benefits		-	-	-
Professional Services				
Professional Services				
U.S. Consultants		-	-	-
Non-U.S. Consultants		-	-	-
Audit Fees		-	-	-
Legal Services		-	-	-
Other Professional Services		-	-	-
Printing Services		-	-	-
Total Professional Services		-	-	-
Occupancy				
Occupancy				
Rent		-	-	-
Storage		-	-	-
Building Maintenance/Utilities		-	-	-
Total Occupancy		-	-	-
Telecommunications				
Telecommunications				
Telecommunications; Voice		-	-	-
Telecommunications; Data		-	-	-
Total Telecommunications		-	-	-
Postage and Delivery				
Postage and Delivery				
Delivery Services		-	-	-
Postage		-	-	-
Freight		-	-	-
Total Postage and Delivery		-	-	-
Supplies				
Supplies				
Office Supplies		-	-	-
Field Supplies		-	-	-
Hardware/Computer Supplies		-	-	-
Books and Subscriptions		-	-	-
Software		-	-	-
Total Supplies		-	-	-
Furniture and Equipment				
Furniture and Equipment				
Furniture and Equipment <\$5,000		-	-	-
Furniture and Equipment >\$5,000		-	-	-
Construction Materials		-	-	-
Vehicles and Boats		-	-	-
Total Furniture and Equipment		-	-	-
Maintenance				
Maintenance				
Furniture and Equipment Maintenance		-	-	-
Software Maintenance		-	-	-
Vehicle Maintenance		-	-	-
Total Maintenance		-	-	-
Travel				
Travel				
Lodging, Meals and Incidentals		-	-	-
Airfare		-	-	-
Travel Insurance		-	-	-
Local Transportation		-	-	-
Fuel		-	-	-
Total Travel		-	-	-
Meetings and Special Events				
Meetings and Special Events				
				Conservation International

Meetings and Special Events	-	-	-
Training	-	-	-
Total Meetings and Special Events	-	-	-
Miscellaneous			
Liability Insurance	-	-	-
Taxes and Licenses	-	-	-
Bank Fees	-	-	-
Gain/Loss on Foreign Exchange	-	-	-
Total Miscellaneous	-	-	-
Sub-Grants			
Sub-grantee Expenses	-	-	-
Total Sub-Grants	-	-	-
Total Direct Costs			
	-	-	-
Indirect Cost or Admin Fees (if applicable) & Rate	0.00%	-	-
			#REF!
Total Costs			
	-	-	-

Presupuesto

Nombre del Socio:

Técnico del Socio a cargo del proyecto:

Título del proyecto:

Donante:

Técnico de CI a cargo del proyecto:

Categoría	Costo unitario	Año 1	Año 2
		MXN	MXN
Salarios y beneficios			
Salarios y beneficios			
Empleado de tiempo completo #1		-	-
Empleado de tiempo completo #2		-	-
Empleado de tiempo parcial #1		-	-
Empleado de tiempo parcial #2		-	-
Total de salarios y beneficios		-	-
Servicios profesionales			
U.S. Consultores		-	-
Non-U.S. Consultores		-	-
Cuota de auditoria		-	-
Servicios legales		-	-
Otros servicios profesionales		-	-
Servicios de impresión		-	-
Total servicios profesionales		-	-
Instalaciones			
Renta		-	-
Almacenaje		-	-
Mantenimiento de edificios		-	-
Total instalaciones		-	-
Telecomunicaciones			
Servicios de Vos		-	-
Servicios digitales		-	-
Total telecomunicaciones		-	-
Servicios postales			
Servicios de entrega		-	-
Correo		-	-
Servicios de carga		-	-
Total de servicios postales		-	-
Suministros			
Suministros de oficina		-	-
Suministros de campo		-	-
Hardware/ computadoras		-	-
Libros y suscripciones		-	-
Software		-	-
Total Suministros		-	-
Equipamiento			
Equipos <\$5,000	Conservation International	-	-
Equipos >\$5,000		-	-

Materiales de construcción	-	-
Vehículos	-	-
Total equipamiento	-	-
Mantenimiento		
Mantenimiento de equipo	-	-
mantenimiento de softwares	-	-
Mantenimiento vehicular	-	-
Total Mantenimiento	-	-
Viajes		
Hospedajes y alimentos	-	-
Vuelos	-	-
Seguros de viaje	-	-
Transportación local	-	-
Gasolina	-	-
Total viajes	-	-
Reuniones y eventos		
Reuniones	-	-
Capacitaciones	-	-
Total reuniones y eventos	-	-
Otros		
Seguros	-	-
Impuestos	-	-
Cuotas bancarias	-	-
Ganancia o pérdida por tipo de cambio	-	-
Total Otros	-	-
Subvenciones		
Subvenciones	-	-
Total Subvenciones	-	-
Total costos directos	-	-
Costos indirectos y gastos administrativos	0.00%	-
Total de costos	-	-

Total
MXN

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