*Please note: This budget template is only intended as a guide, and* i*t must always be adapted to your needs. For example, you may have other budget items that those proposed in the template. You should also be attentive to any specific requirements regarding the presentation of the budget that the foundation might have. Large foundations often have an application form you need to use.*

**How to use the template**

**0)** Insert the title of your project in cell B1

**1)** Insert the name of the foundation you are applying to in cell F2.

**2)** Insert names of foundations in the cells G2-I2.

**3)** Edit the text under ‘Salaries’ and ‘Operating Expenses’ in column B to make it suitable for your specific project.

**4)** For each payroll and operating item, enter the total budget for the project in column D. The spreadsheet automatically calculates the budgets for each year (the rows labelled ‘Total 2016’, ‘Total 2017’, etc.) on the background of the figures you enter. Use the most accurate prices and payroll costs possible. Regarding payroll items: For each payroll item, indicate how many months of salary are to be paid out (enter this in column C, ‘man months’). With regard to conference participation: See the Circular on adjustment of rates for business travel (‘the business travel circular’) for current prices/rates for hotels, per diem allowances and transportation (in Danish only). To find the most recent Danish version of the circular: a) Go to http://www.modst.dk/ b) Search for ‘satsregulering’ in the search field in the upper right-hand corner of your screen c) Sort search results by date.

**5)** Enter the costs which are already covered by external funding (other foundations) or by contributions from your workplace (co-financing) in the columns G, H, I and J as described in 4) above.

**6)** The column ‘Funding from other sources’ (column K) is automatically filled out on the basis of the figures you enter into the other columns.

**7)** The row ‘Total direct costs’ (row 49) is automatically filled out on the basis of the figures you have entered in the template.

**8)** You must enter the values in row 50 (‘overhead/indirect costs’) manually, as the percentage to be used in calculating overhead can vary from foundation to foundation. Always use the percentage indicated in the foundation’s call for proposals/guidelines. Many private foundations do not fund overhead (the percentage is zero).

**9)** Edit the notes on the budget.

**10)** Review the budget carefully.