

The William and Flora Hewlett Foundation

Financial Budget and Reporting Template for Project and Program Grant Proposals, **\$USD**

Grantee Name United Nations Foundation

Project or Program Name Governors' Climate Alliance

Amount requested from Hewlett Foundation: _____ [Total amount requested from the Hewlett Foundation ONLY]

Funding expected from other sources: _____ 0 [Total amount requested FROM NON-HEWLETT FOUNDATION SOURCES ONLY]

TOTAL PROJECT OR PROGRAM BUDGET: _____ 0 [Total budget, including amount requested from the Hewlett Foundation and all other sources]
(should tie to total in L35 below)

Please include funds for the ENTIRE program or project.

If the Hewlett Foundation is NOT the sole funder, please include Hewlett Foundation AND non-Hewlett Foundation funds TOGETHER.

PROJECT/PROGRAM BUDGET SUMMARY												
Project Budget Details <small>(Click on the expense item to provide details for that line item)</small>	Year 1 <small>Start: December 1, 2015 End: December 30, 2016</small>			Year 2 <small>Start: January 1, 2017 End: December 30, 2017</small>			Year 3 <small>Start: January 1, 2018 End: December 30, 2018</small>			Total Project/Program, Years 1-3 <small>All Project/Program Funds (Hewlett Foundation + additional funds)</small>		
	Proposed Budget	Actual Expenditures	Variance Proposed - Actual	Proposed Budget	Actual Expenditures	Variance Proposed - Actual	Proposed Budget	Actual Expenditures	Variance Proposed - Actual	Proposed Full Project Budget	Actual Full Project Expenditures	Variance Proposed - Actual
1 Salaries		0			0			0				0
Payroll Taxes & Employee Benefits												0
2 Other Professional Services		0			0			0				0
3 Travel		0			0			0				0
4 Conferences and Meetings		0			0			0				0
5 Re-grants to other organizations		0			0			0				0
6 Other (postage, office supplies, etc.)		0			0			0				0
7 Overhead		0			0			0				0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Amount of IRS-defined Lobbying Expenses (included in the budget amounts above) **NOTE: IF THE HEWLETT FOUNDATION IS THE SOLE FUNDER OF THIS PROJECT OR PROGRAM, PLEASE LEAVE THIS ROW EMPTY.**

NOTE: NO HEWLETT FOUNDATION FUNDS MAY BE USED FOR LOBBYING. If The Hewlett Foundation is the sole funder of this project or program, the amount of lobby expenses in the line above should be zero. If The Hewlett Foundation is NOT the sole funder, lobbying expenses should be noted in the line above and must be covered by other funding sources.

Lobbying means carrying on propaganda, or otherwise attempting to influence legislation as defined by Internal Revenue Code Sections 501(h), 4945(d)(1) and 4945(e) and related regulations, including by meeting with elected officials and presenting a view on pending legislation. General information on lobbying may be found, among other places, on the Alliance for Justice website at <http://www.allianceforjustice.org/>. For specific information, please consult your own attorney.

Please add additional columns if the grant exceeds three years.

Additional Instructions:
Please provide detail for line items in the format provided below, if relevant. Add or delete rows as necessary. Please ensure totals in the detailed schedule tie to line items in the budget summary above.

SALARY EXPENDITURE DETAIL: Entire Project/Program																		
People Working on Program	Year 1						Year 2						Year 3					
	YR 1 PROPOSED Budget			YR 1 ACTUAL Expenditures			YR 2 PROPOSED Budget			YR 2 ACTUAL Expenditures			YR 3 PROPOSED Budget			YR 3 ACTUAL Expenditures		
	FTE Salary	% Time on Program	Annual Project Salary Cost	FTE Salary	% Time on Program	Annual Project Salary Cost	FTE Salary	% Time on Program	Annual Project Salary Cost	FTE Salary	% Time on Program	Annual Project Salary Cost	FTE Salary	% Time on Program	Annual Project Salary Cost	FTE Salary	% Time on Program	Annual Project Salary Cost
Interim Secretariat			0			0			0			0			0			0
			0			0			0			0			0			0
Permanent Secretariat																		
			0			0			0			0			0			0
			0			0			0			0			0			0
			0			0			0			0			0			0
			0			0			0			0			0			0
			0			0			0			0			0			0
			0			0			0			0			0			0
Total Salary Cost	N/A		0	N/A		0	N/A		0	N/A		0	N/A		0	N/A		0

OTHER PROFESSIONAL SERVICES DETAIL: Entire Project/Program								
Description: Other Professional Services (e.g. consultant)	Year 1		Year 2		Year 3		TOTAL (Years 1-3)	
	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures
	0						0	0
			0		0		0	
							0	0
Total Other Professional Services	0	0	0	0	0	0	0	0

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							0	0
							0	0
							0	0
							0	0
							0	0
Total Other Professional Services	0	0	0	0	0	0	0	0

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TRAVEL DETAIL: Entire Project/Program								
NOTE: If your organization is located outside the U.S., no Foundation funds may be used for travel to, or work in, the U.S.	Year 1		Year 2		Year 3		TOTAL (Years 1-3)	
	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures
							0	0
							0	0
							0	0
							0	0
Total Travel	0	0	0	0	0	0	0	0

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CONFERENCES AND MEETINGS DETAIL: Entire Project/Program								
Description: Conferences and Meetings	Year 1		Year 2		Year 3		TOTAL (Years 1-3)	
	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures
	0		0		0		0	0
	0		0		0		0	0
	0		0		0		0	0
							0	0
							0	0
Total Conferences and Meetings	0	0	0	0	0	0	0	0

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REGRANTS TO OTHER ORGANIZATIONS: Entire Project/Program									
Organization Name	Description: Re-grants to other organizations	Year 1		Year 2		Year 3		TOTAL (Years 1-3)	
		Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures
TBD		0		0		0		0	0
								0	0
								0	0
								0	0
								0	0
								0	0
Total Re-grants		0	0	0	0	0	0	0	0

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OTHER DETAIL: Entire Project/Program								
Description: Other E.g. postage, office supplies, or any other project-related costs that are not accounted for in other budget categories	Year 1		Year 2		Year 3		TOTAL (Years 1-3)	
	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures
	20,020		0		10,000		30,020	0
							0	0
							0	0
							0	0
Total Other	20,020	0	0	0	10,000	0	30,020	0

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OVERHEAD DETAIL: Entire Project/Program								
Description: Overhead Overhead typically includes occupancy (rent, utilities, etc.), information technology, and wireless / telecommunications costs. It can also represent overhead allocations of common costs. Please explain what is included in overhead in the proposal narrative.	Year 1		Year 2		Year 3		TOTAL (Years 1-3)	
	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures	Proposed Budget	Actual Expenditures
							0	0
							0	0
							0	0
							0	0
Total Overhead	0	0	0	0	0	0	0	0

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