

**US PROGRAM  
BUDGET AND FISCAL REPORTING TEMPLATE  
TEXT**

BILL & MELINDA  
GATES *foundation*

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## Orientation

### I OUR APPROACH TO GRANTS

The Bill & Melinda Gates Foundation believes that every person should have the opportunity to live a healthy, productive life. To this end, the foundation's US Program has identified specific strategies to which our resources are directed to address inequity in the United States. Proposals, with corresponding budgets, we receive are reviewed for alignment with those strategies.

We appreciate your organization's interest in working with us. One of our program officers will work closely with your organization as you complete this **Budget and Fiscal Reporting Template**.

It is essential for us to understand together the synergies between our relevant strategy, your organization's mission and goals, and the project for which you are requesting funding. To assist those discussions, we are providing a summary of the relevant strategy, including the impact we are seeking to achieve and the initiatives we are advancing to achieve that impact. Please actively engage with your designated program officer about how these concepts relate to this specific proposal before completing your submission.

In addition, we are providing you with a description of our approach to shaping, funding, and managing grants. This document provides an overview of our grantmaking and describes what you can expect during the various stages of the process. Please follow the link to access the document titled "**Our Approach to Shaping, Funding, and Managing Grants**":

<http://www.gatesfoundation.org/grantseeker/Documents/our-approach-to-grants.pdf>

Your feedback is important to us. The **Budget and Fiscal Reporting Template** is designed to allow you to fully and accurately present your proposal for foundation consideration. In an effort to make sure that this template is meeting the needs of our applicants, we encourage you to provide us with feedback, either directly to your program officer or to [USPGrantMakingFeedback@gatesfoundation.org](mailto:USPGrantMakingFeedback@gatesfoundation.org). We will review your comments so that we can learn how to meet the needs of our applicants, while providing our program officers with the information necessary to assess the potential of each grant.

### I ORIENTATION TO THE BUDGET AND FISCAL REPORTING TEMPLATE

- A. The **Budget and Fiscal Reporting Template** is your tool for producing financial information regarding your proposed or funded project. This template will be used during three distinct phases of your grant, if approved.

**Phase I - Budget Development:** You will use the tabs titled *Basic Info*, *Budget Summary*, *Budget Direct Cost Detail* and *Budget Subgrant Detail* to develop the budget for your proposed project. The information you enter in these tabs helps guide early grant development discussions, assists the foundation in making funding decisions and helps determine total award amounts, payment amounts and budget periods for approved grants.

**Phase II - Fiscal Reporting on Grant Progress:** If your grant is approved, you will use the tabs titled *Actual Costs and Revenues* and *Period X Report* to report interim expenses and revenues as well as forecast changes in project costs throughout the grant term. Final grant periods and reporting requirements for approved grants are laid out in a formal grant agreement document. These tabs are not used during Phase I - Budget Development.

**Phase III - Final Fiscal Reporting:** You will use the tab titled *Actual Costs and Revenues* in final fiscal reporting. Final fiscal reports show the foundation that all disbursed grant funds have been spent on the approved project or the project has been completed without the use of all disbursed funds (in which case a refund to the foundation may be required). Final report due dates for approved grants are laid out in a formal grant agreement document. This tab will not be used during Phase I - Budget Development.

- B.** Please submit a proposed budget in this template to complete your grant proposal and facilitate the review process. You will also complete a narrative detailing your budget or fiscal reports as part of the initial proposal and all subsequent reports. Guidelines for the budget and fiscal narrative are included in separate proposal and reporting guideline documents, which you will receive from the foundation prior to report due dates. Below you can find links to a sample budget and budget narrative to assist you with completing these documents for your proposed project:

**Sample Budget:** [http://www.gatesfoundation.org/grantseeker/Documents/Budget\\_Template\\_Project\\_Support\\_Sample.xls](http://www.gatesfoundation.org/grantseeker/Documents/Budget_Template_Project_Support_Sample.xls)

**Sample Budget Narrative:** [http://www.gatesfoundation.org/grantseeker/Documents/USP\\_Budget\\_Narrative\\_Sample.pdf](http://www.gatesfoundation.org/grantseeker/Documents/USP_Budget_Narrative_Sample.pdf)

- C.** A glossary of terms can be found on the *Glossary* tab. The glossary defines terms used in the budget and reporting tabs of this template and provides information to help you better understand why the foundation is requesting certain information and how that information is used. At the bottom of each input tab you will find a list of glossary terms that are referenced on that particular tab.
- D.** If you would prefer to view the text portions of this template (orientation, glossary, and instructions) as a PDF document, please access the link below.

**Text in PDF Format:** [http://www.gatesfoundation.org/grantseeker/Documents/USP\\_Budget\\_Text\\_PDF.pdf](http://www.gatesfoundation.org/grantseeker/Documents/USP_Budget_Text_PDF.pdf)

#### **Questions**

If you have any questions during your budget development or fiscal reporting phase, please reach out to your program officer for support.

## Glossary

**GLOSSARY OF TERMS (sorted alphabetically)** - Please reference this section during budget development and fiscal reporting for guidance on terms found in both the budget and reporting tabs of the template. Links to glossary terms relevant to each input tab can be found at the bottom of the respective tab.

- A. Budget Balance** refers to the direct costs that are not funded directly by the foundation for the proposed project. These direct costs may be funded by other funders or the applicant organization, or may need to be raised through additional fundraising efforts. The budget balance information helps the foundation better understand how significantly we are invested in the proposed project. Budget Balance columns can be found on the *Budget Summary* and *Budget Subgrant Detail* tabs. Additional information found on the *Budget Summary* tab relates directly to the budget balance. For example, "Other Committed Funding Detail" and "Unfunded Project Costs" show the extent to which an applicant has secured additional funding to cover the budget balance.
- B. Budget Period** is a period of time that a payment is provided and a grant is reported against. There can be one or many budget periods that are most often 12 months in length but can be less or more depending on the project needs. When creating the budget you should consider how much funding is needed to adequately fund the work happening within each period. At the start of each period there is often an associated payment and at the completion of each period there is often a narrative and fiscal report required by the foundation recapping progress against intended outcomes and outlining actual expenses for that period. Budget periods are entered on the *Basic Info* tab.
- C. Carryover from Previous Period** shows the amount of funding received during a particular budget period that remained unspent after the reporting of actual expenses for that period. For example, if a grantee received \$1,000 payment from the foundation during Budget Period 1 and reported total project expenses of \$900 then Budget Period 2 would show a carryover from previous period in the amount of \$100. The amount carried over from the previous period will need to be factored into the forecast for the following period. A row titled "Carryover from Previous Period" can be found on the *Actual Costs and Revenues* tab as well as the *Period X Report* tabs and relates only to reporting and not initial budget development.
- D. Direct Costs** are those costs that are considered directly attributable to the execution of the proposed project. When entering detail on direct costs, please adhere to the following categories included in the template:
- Personnel:*** compensation to officers, directors, trustees and employees for work on this project. Personnel calculations in the template are based on costs for a complete year (12 months). In certain instances, there will be a budget period more or less than 12 months. If this is the case, the percentage for personnel costs must be modified to reflect the shortened period. The required revision is to increase or reduce the percentage for personnel costs by the same percentage the grant period is of a full year. For example, if the first budget period is six months with a person devoting 50 percent of their time to the grant, the percentage shown should be 25 percent (6 months or 50 percent of one year \* 50 percent of an employee's time = 25 percent of the employee's yearly salary covered by the grant for the first budget period).
- Benefits:*** cost of ordinary employee benefits stated as a percentage of each individual's salary.

**Consulting and Professional Fees:** amounts paid to non-employees retained to complete work for this project. Please include daily or hourly rates and the projected number of days or hours required. Total annual consulting and professional fees of \$50,000 or more will need to be itemized during Phase I - Budget Development.

**Materials and Supplies:** cost of office supplies and services (photocopying, shipping, etc.) specifically related to this project (not general indirect costs). Total annual material and supply costs of \$25,000 or more will need to be itemized during Phase I - Budget Development.

**Computers and Equipment:** cost of computers, peripherals, and other office equipment purchased and used for this project (not general indirect costs for information technology infrastructure). Costs included in this category are not included in the Gates Foundation Total Indirect Costs calculation (see Item I Indirect Costs, for more details). Total annual computer and equipment costs of \$25,000 or more will need to be itemized during Phase I - Budget Development.

**Printing and Publications:** cost of producing or purchasing printed materials (books, newsletters, etc) or electronic media (videos, DVD's etc.) used or produced as a part of this project. Total annual printing and publication costs of \$25,000 or more will need to be itemized during Phase I - Budget Development.

**Travel and Accommodations:** all travel related expenses incurred as a result of this project. Total annual travel and accommodation costs of \$25,000 or more will need to be itemized during Phase I - Budget Development.

**Conferences, Conventions, Meetings:** registration fees for employees or consultants working on this project; facility costs for meetings or conferences held in conjunction with this project. Total annual conference, convention, and meeting costs of \$25,000 or more will need to be itemized during Phase I - Budget Development.

**Facilities:** Facility-related costs are typically covered by indirect costs and are not included within the direct cost detail. However, in rare cases, facility-related expenses can be included as a direct cost when a grantee requires additional building expenses in order to execute the grant (for example a start-up organization or the creation of a new regional office). Facilities costs for schools are not funded by the foundation. If, in your budget, you plan to include facilities costs, please contact your foundation program officer to discuss the basis for these requests. Total annual facility costs of \$10,000 or more will need to be itemized during Phase I - Budget Development.

**Other Costs:** Other costs are direct program expenses that do not fit into one of the above cost categories. These costs should be clearly labeled with a description of the expense so foundation staff can understand the type of expense it is. Total annual other costs of \$10,000 or more will need to be itemized during Phase I - Budget Development.

Total direct costs for each cost category mentioned above are entered on the *Budget Summary* tab. Any category that meets the foundation's threshold is required to be itemized on the *Budget Direct Cost Detail* tab. The template will prompt you if itemization is needed. For reporting purposes the foundation requests only summary data regarding actual expenses on direct cost category totals, not the itemized direct costs included in the original budget.

- E. Earned Interest** refers to the amount of interest earned on received revenues for the project during a particular budget period. The amount of interest earned from foundation payments and, if appropriate, other revenue, should be reported to the foundation for each budget period. The amount earned on foundation payments should be directed toward the approved project prior to the grant term end date. Any unspent interest at the end of each budget period will show up on the "Carryover from Previous Period" row and the amount tied to foundation payments should be factored into the forecast for the upcoming budget period. A row titled "Earned Interest" can be found on the *Actual Costs and Revenues* tab as well as the *Period X Report* tabs and relates only to fiscal reporting and not initial budget development.
- F. Forecast** columns are in place on the *Period X Report* tabs. These columns allow originally budgeted costs for a particular budget period to be revised based on project progress to date. Please note that changes of more than 10% to cost categories outlined in the "Forecast" column are subject to review and approval by your program officer. The "Forecast" column relates only to fiscal reporting and not initial budget development.
- G. Gates Foundation Amount** refers to the direct costs of the proposed or approved project funded directly by the foundation. During Phase I - Budget Development, the applicant, working closely with their foundation program officer, will determine what portion of the total budget they are proposing the foundation fund. This may or may not be the full amount listed in the "Total Budget" column and can vary by cost category. During Phase II and III - Progress and Final Fiscal Reporting, the grantee will report actual expenses covered by Gates Foundation funds. "Gates Foundation Amount" columns can be found on the *Budget Summary*, *Budget Direct Cost Detail*, *Budget Subgrant Detail* and all reporting tabs. These columns are often titled only "Gates Foundation."
- H. Gates Foundation Payments** refers to the payment amount released to the grantee by the foundation during a particular budget period.
- Phase I - Budget Development:*** To find the requested payment amount for each budget period refer to the cell that shows the "Total Project Costs" in the "Gates Foundation Amount" column. For example, the requested payment amount for Budget Period 1 can be found in cell I56 on the *Budget Summary* tab.
- Phase II - Fiscal Reporting on Grant Progress:*** A row titled "Gates Foundation Payments" can be found in the Project Revenue and Project Revenue Forecast sections of the *Actual Costs and Revenues* tab and the *Period X Report* tabs.
- I. Indirect Costs** are overhead expenses that are incurred by the applicant organization as a result of the project but that are not easily identified with the specific project. Generally, indirect costs are defined as administrative or other expenses that are not directly allocable to a particular activity or project; rather they are related to overall general operations and are shared among projects and/or functions. Indirect costs are sometimes referred to as "overhead costs" and more recently by the government as "facilities and administrative costs." Examples include executive oversight, accounting, grants management, legal expenses, utilities, technology support, and facility maintenance. Indirect costs are not itemized in the budget template. Allowable indirect costs are calculated within the template in a single line based on an "up to" percentage of direct costs less Computers and Equipment. In addition, indirect costs associated with the grantee's management of subgrants/contracts are capped (See item M Subgrants). The foundation's complete **indirect cost policy** can be found at:  
[http://www.gatesfoundation.org/grantseeker/Documents/Indirect\\_Cost\\_Policy.pdf](http://www.gatesfoundation.org/grantseeker/Documents/Indirect_Cost_Policy.pdf)

Standard indirect cost rates are:

- 0% for governmental agencies, other private foundations and for-profit organizations
- up to 10% for U.S. universities
- up to 15% for all other nonprofit organizations, international organizations and non-U.S. universities

If you are completing your organization's first proposal with the foundation we strongly recommend reading the linked indirect cost policy as this will provide clarity around what costs can be included as direct costs vs. indirect costs. Indirect cost rates are initially entered on the *Basic Info* tab. This information is used to calculate all indirect cost rates related only to foundation funds on all remaining tabs.

- J. Other Committed Funds** refers to the additional funds that have been committed to the proposed project from other sources. Examples of other funding sources include other foundations, local or federal government, or funds committed to the project by the applicant organization itself. This section should include in kind donations only if they are directly attributable to the proposed project and can be linked back to a specific item included in the total project costs. A section titled "Other Committed Funds" with a column titled "Other Funding" can be found on the *Budget Summary* tab. In addition, a similar section can be found on the *Actual Costs and Revenues* tab where you can report other funds that were actually received during each budget period.
- K. Other Revenue** is a field that automatically calculates the total project funding received from other sources, which are entered on the *Actual Costs & Revenues* tab. A row titled "Other Revenue" can be found on the *Actual Costs and Revenues* tab as well as the *Period X Report* tabs and relates only to fiscal reporting and not initial budget development.
- L. Project Budget Variance** is a column found on the *Period X Report* tabs that compares the forecast amount for each cost category to the actual expenses over the life of the project. Each reporting period compares actual expenses to the most recently forecast budget. For example, on the *Period 1 Report* tab the variance is based on the original budget. On the *Period 2 Report* tab the variance is based on the forecast for Budget Period 2 which was completed on the *Period 1 Report* tab.
- M. Subgrants** are specific amounts of project funding that the applicant plans to grant to organizations that will carry out specific pieces of the proposed project. The foundation separates subgrants into two categories, "Subgrants to Organizations" and "Subgrants to Schools".
- Subgrants to Organizations:** funds being subgranted from the applicant to organizations such as non-profit organizations or higher-education institutions. The budget template calculates indirect costs using the indirect cost percentage provided on the *Basic Info* tab on the first \$100,000 of subgrants listed.
- Subgrants to Schools:** funds being subgranted from the applicant to schools and/or school districts. The budget template calculates indirect costs using the indirect cost percentage provided on the *Basic Info* tab on the first \$100,000 of subgrants listed.

During Phase I - Budget Development, all subgrant information should be entered on the *Budget Subgrant Detail* tab. This information will then automatically roll up onto the *Budget Summary* tab. If, during the budget development stage, a subgrantee is still unknown enter TBD and a brief description as the organization name. For example, TBD - TX School District. During the reporting phase, you can enter the actual subgrantee names and subgrant award amounts on the *Actual Costs and Revenues* tab.

- N. **Total Budget** refers to all costs associated with the proposed project. The total budget includes personnel, a variety of direct costs, subgrants and indirect costs. A column titled "Total Budget" on all budget tabs allows for total project costs for each unique category to be entered in whole dollar amounts (except for personnel which will be entered as a percentage of FTE time for the proposed project). Related columns include "Gates Foundation Amount" and "Budget Balance" which together will total the amount entered in the "Total Budget" column. "Total Budget" columns can be found on the *Budget Summary*, *Budget Direct Cost Detail* and *Budget Subgrant Detail* tabs.
- O. **Unfunded Project Costs** are costs associated with the proposed project that are not currently being funded by the foundation, other funders or the applicant organization. A cell titled "Unfunded Project Costs" can be found on the *Budget Summary* tab. This cell calculates the total project costs minus the amount of foundation funding requested and the funds committed by other funding sources.

## Budget Instructions

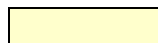
**Related Tabs (Shaded Red and Blue):** *Orientation, Glossary, Budget Instructions, Basic Info, Budget Summary, Budget Direct Cost Detail, Budget Subgrant Detail*

### I. ORIENTATION TO BUDGET DEVELOPMENT

The foundation requests a proposed project budget to help guide early grant development discussions and assist in making funding decisions. The proposed project budget is submitted to the foundation along with the narrative, Outcomes and Milestones Chart, and any requested attachments.

- A. During the budget development phase you may utilize the following tabs (shaded blue):
- 1) **Basic Info:** provides general information to the foundation such as project title, budget periods, and requested indirect cost rate
  - 2) **Budget Summary:** summarizes total project costs, funds requested from the foundation for personnel and direct costs, and funds committed by other funding sources
  - 3) **Budget Direct Cost Detail:** provides detailed information regarding direct costs that meet foundation thresholds
  - 4) **Budget Subgrant Detail:** captures proposed subgrant amounts
- B. All fields where you will input data are highlighted in yellow. Please do not modify the other fields without first consulting your program officer, as these generally contain formulas that should not be modified.

**Data Input Cells:**



- C. Several of the cells in this template contain formatting to ensure that the correct data is entered in these sections. If a cell turns orange, this means that additional information is needed in a separate portion of the template. If a cell turns red, this means there is an error that should be corrected before submitting your final template.

**Cells Needing Additional Information:**



**Cells with Errors that Need Correction:**



- D. Several of the sections where you input data have multiple rows for itemized entries. For example, on the tab titled *Basic Info*, there are five lines for "Budget Periods." If the number of rows in any of these sections is not sufficient, please contact your program officer for a customized template.

### II. HOW TO COMPLETE THE BUDGET TEMPLATE - *The directions below present a step-by-step method for completing the budget template*

#### A. Basic Info

The first tab you need to fill out is titled *Basic Info*, and includes just a few fields.

- 1) Enter the name of the person preparing the template, the organization, and the project title in the yellow input cells.

- 2) Enter the start and end date of each budget period. Generally these will be in complete years. However, periods less than or greater than one year are acceptable.
- Note:** The start date of a grant is the date the formal grant agreement is signed by your organization. To better estimate the start date of your grant you can discuss grant review and approval timing with your program officer.
- Note:** Project costs incurred prior to signing the grant agreement cannot be funded by Gates Foundation funds.
- 3) Enter the requested indirect cost rate.
- Note:** Indirect cost rates must be within the ranges noted in the foundation's indirect cost policy (see item I Indirect Costs, on the *Glossary* tab for more details). Indirect cost rates should be approved by your program officer prior to submitting the final budget documents.
- 4) When the document is ready for submission, enter the submitted date in the yellow input cell in the upper-right corner. Be sure to update this field prior to each new submission.

## B. Budget Summary

The second tab for data entry will include a high-level view of your direct and indirect costs. This tab includes two tables, "Budget Summary" and "Project Funding Summary." You will return to this tab when finalizing your budget to ensure your budget is complete (see step E below). Remember, you should enter data only in the yellow input cells. Here are the instructions for how to enter data in both tables:

- 1) **Budget Summary - Personnel Detail:**
- a) For each individual working on the project, enter the name/title, current annual salary, benefit rate percentage of annual salary, and salary and benefit inflation rate percentage in the yellow input cells.
- b) Enter under the "Gates Foundation" column, the percentage of time (full-time equivalent or FTE percentage) that each person listed will spend on the proposed project covered by Gates Foundation funds. Do this for each budget period.
- c) Enter under the "Budget Balance" column, the percentage of time that each person listed will spend on the proposed project covered by other funds. Do this for each budget period.
- Note:** The totals of (b) and (c) should represent the total amount of time spent on the project for each individual. This will be less than 100% if the individual is also working on other projects or has administrative duties.
- Note:** If any budget period is less than or greater than one year (12 months), the FTE percentage will need to be adjusted to reflect the shortened/lengthened budget period (see item D Direct Costs - Personnel, on the *Glossary* tab for more details).
- 2) **Budget Summary - Direct Costs Summary:**
- a) In the "Personnel and Benefits Total" row, you will find a summary of the data entered above regarding personnel costs. Please review the totals produced to confirm accuracy.

- b) For each of the remaining direct cost categories, enter the projected total project cost under the "Total Budget" column, in the yellow input cells. This information should be entered as whole dollar amounts. Do this for each budget period.
- c) Enter under the "Gates Foundation" column, the whole dollar amount requested from the foundation for each cost category. Do this for each budget period.

**Note:** The "Budget Balance" column for each budget period will automatically generate figures based on the information entered in (b) and (c).

- d) Each cost category has an associated threshold value (see item D Direct Cost, on the *Glossary* tab for more details).

**If the threshold is met:** the data entry cell in the "Total Budget" column will change color from yellow to orange and an explanatory window will open. For each direct cost category that meets the threshold, itemize the costs associated with this category on the *Budget Direct Cost Detail* tab. Please follow the instructions listed under the heading "Budget Direct Cost Detail" below.

**If the threshold is not met:** it is not necessary to itemize the costs for that cost category.

**Note:** For thresholds that are met, the orange cells on the *Budget Summary* tab will not disappear when itemized costs are listed on the *Direct Cost Detail* tab.

- e) If the proposed project includes subgrants, this information will roll up to the *Budget Summary* tab from the *Budget Subgrant Detail* tab. You do not need to enter data in these rows now.

### 3) **Project Funding Summary:**

**Note:** You may want to wait to complete this section until all direct cost and subgrant information has been entered in additional tabs.

- a) Enter the details for other funding associated with the project in the "Project Funding Summary" table located at the bottom of the *Budget Summary* tab.
- b) Enter the name of each project funder and amounts they have committed for each budget period, including in-kind donations that are directly attributable to the project. Include your own organization if project costs will be covered by the organization itself.
- c) Any excess or shortage of funding for a given budget period is shown in the "Unfunded Project Costs" cells, which will change from grey to orange when there is a funding shortfall for a budget period.

### C. **Budget Direct Costs Detail**

You are required to enter data on this tab only for those direct cost categories that meet the threshold on the *Budget Summary* tab, as indicated by the cells that have changed from yellow to orange.

- 1) For each cost category requiring additional detail, find the correct category heading on the *Budget Direct Cost Detail* tab. Break down the total cost for this category by each unique cost, for both the total project costs and the portion requested from the foundation. Repeat this for each budget period and cost category that meets the threshold.
- 2) Review the *Direct Cost Detail* tab for red colored cells. If red cells remain, confirm that these cost category totals fully balance with the totals on the *Budget Summary* tab. If the two amounts balance, all red cells should turn to grey. No red cells should remain when you submit the final template to the foundation.

#### D. Budget Subgrant Detail

You are required to enter data on this tab only when there are subgrants associated with the proposed project.

- 1) Subgrants are segregated by type, with one section for organizations and a second section for schools. Please include higher education institutions in the section for organizations.
- 2) Enter the name of the subgrantee and the total and Gates funded budget for each subgrant.
- 3) If there are indirect costs associated with managing the portion of the subgrants that are supported by other funds, enter these indirect costs in the yellow "Subgrant Indirect Costs" row under the "Budget Balance" column for each budget period. This helps the foundation better understand total costs associated with the project. This number should be entered as a whole dollar amount.

**Note:** Indirect costs associated with the Gates Foundation funds will calculate automatically based on the indirect cost percentage entered on the *Basic Info* tab (see item I Indirect Costs, and item M Subgrants, on the *Glossary* tab for additional details).

#### E Budget Summary

You will now return to the *Budget Summary* tab to complete your proposed budget.

- 1) If there are indirect costs supporting the project that will be paid by other funders, enter these in the yellow input cells found in the "Total Indirect Costs" row of the "Budget Balance" column for each budget period. This helps the foundation better understand total costs associated with the project. This number should be entered as a whole dollar amount.  
**Note:** Indirect costs entered on the *Budget Subgrant Detail* tab in association with item D3 above do not roll-up to the *Budget Summary* tab. When entering total indirect costs associated with the budget balance on the *Budget Summary* tab, be sure to manually include indirect costs associated with subgrants covered by other funds.
- 2) If you have not already done so, enter the details for other funding associated with the project in the "Other Committed Funding Detail" section of the "Project Funding Summary" table. For each funder, enter the currently committed amounts for each budget period. Any under- or overfunding for a given period will be shown in the "Unfunded Project Costs" section, which will change to orange when there is a funding shortfall for a given period.

### **Finishing Touches**

- 1) Review the entire document to ensure that the information captured on each tab accurately reflects the total project costs and the portion requested from the Gates Foundation. Make any needed adjustments prior to submitting to the foundation.
- 2) Review the information on each tab and ensure that accurate information is included in the budget narrative developed in conjunction with this template.
- 3) Return to the *Basic Info* tab and update the "Submitted Date" field to reflect the date the completed template is submitted to the foundation.
- 4) Save the template and submit it to the foundation with your proposal narrative and any additional documents requested by the foundation.

**Note:** Be sure to keep a copy of the final submitted template on file. Approved grants will use the same template throughout the grant term for reporting purposes. If at any point you feel you do not have the most up-to-date version of this template please contact your program officer who can send you a copy.

### **Questions**

If you have any questions during the budget development phase, please feel free to reach out to your program officer.

## **Progress and Final Fiscal Reporting Instructions**

**Related Tabs (Shaded Red, Orange, and Green):** *Orientation, Glossary, Reporting Instructions, Actual Costs and Revenues, Period X Report (1, 2, 3...)*

### **I. ORIENTATION TO PROGRESS AND FINAL FISCAL REPORTING**

The foundation requests progress and final fiscal reports to help both your organization and the foundation understand actual and projected costs associated with the approved project during each budget period. These fiscal reports are most often submitted to the foundation along with narrative progress or final reports and updated Outcomes and Milestones Charts.

Generally, three steps are involved in completing a progress or final fiscal report:

- 1) **Review the approved budget or most recent reforecast for the project.** A summary of the original budget can be found on the blue *Budget Summary* tab. If this is your second through fifth progress report, your most recent reforecast can be found on the *Period X Report* tab from the previous budget period.
- 2) **Report actual expenses incurred during the most recently completed budget period.** This information will be entered on the *Actual Costs and Revenues* tab.
- 3) **Reforecast expenses for all remaining budget periods.** You should do this on the *Period X Report* tab that corresponds with the budget period that just ended. For example, if Budget Period 1 just ended, you can reforecast your expenses for all remaining budget periods on the *Period 1 Report* tab.

### **II. HOW TO COMPLETE FISCAL REPORTS ON GRANT PROGRESS** - *The directions below present a step-by-step method for completing fiscal reports on grant progress.*

#### **A. Actual Costs and Revenues**

The first tab you need to fill out is titled *Actual Costs and Revenues*. This tab will be used each time a progress or final fiscal report is completed. It is the only tab where you will enter actual expenses throughout the grant term.

##### **1) Reporting Period**

- a) Each progress or final fiscal report will use three columns. These sets of columns are separated by a header referencing each budget period. The three columns below the header ("Project Totals," "Gates Foundation," and "Other Funders") will be the only columns completed on this tab for each budget period.
- b) Find the "Actuals Starting" cell followed by a yellow input cell directly underneath the budget period on which you are reporting. In the input cell enter the start date of the budget period that just ended. Find the next empty "Actuals Starting" input cell and enter or confirm the start date for each additional budget period. These dates appear on the *Period X Report* tabs and help ensure accuracy when reforecasting.

**Note:** Budget period start dates can be found on the signed grant agreement document or most recent amendment document received from the foundation. These dates are most often listed in the "Payments and Reports" table. Additionally, the start date of Budget

Period 1 is the date the grant agreement was signed by your organization.

**2) Project Revenue**

- a) Enter any interest income attributed to the grant in the yellow input cells in the "Earned Interest" row for the budget period you are reporting against. Please enter whole dollar amounts for interest earned on both the Gates Foundation funds and other revenue, if known.

**3) Project Expense**

- a) In the "Personnel Detail" section, you will see a list of the personnel originally budgeted to work on this project. Please review this list closely and update it as needed to reflect the actual personnel involved. In the "Project Total" and "Gates Foundation" columns, enter the actual personnel costs attributed to the total project as well as the costs covered by the Gates Foundation grant. These expenses will need to be entered in whole dollar amounts as opposed to percentages.
- b) In the "Direct Costs Summary" section, for each expense category, enter the actual costs for the total project and the costs covered by the Gates Foundation grant. Itemization is not required. Definitions for each expense category can be found under item D Direct Costs, on the *Glossary* tab.
- c) In the "Total Indirect Costs" row, enter the actual indirect costs covered by the other funds in the yellow input cell that aligns with the budget period you are reporting against. This is needed to compile the actual total project cost for the reporting period.

**Note** - The indirect costs covered by the Gates Foundation grant funds are based on the approved percentage requested during the budget development phase and do not need to be entered manually.

**4) Project Funding Summary**

- a) In the section titled "Other Committed Funds," enter the organization name and the total amount funded for the approved project. If your organization provided funds to cover project costs please ensure that this amount is entered in this section as well.

**5) Subgrants to Organizations and/or Schools**

- a) Two tables are available for reporting subgrants. The first allows you to report subgrants to organizations (including higher education institutions) and the second allows you to report subgrants to schools. Enter the name of the organization or school, the total subgrant, and the portion of each subgrant covered by foundation funds.
- b) In the yellow input cell in the "Subgrant Indirect Costs" row, enter the indirect costs associated with the portion of the subgrants covered by other funds. This should be entered as a whole dollar amount. The amount entered will need to be manually included in the "Total Indirect

Costs" cell in the "Project Expense" table on this tab, as it does not roll up automatically.

### **Review**

Review all actual costs and revenue entered on the *Actual Costs and Revenues* tab for accuracy. Prior to your submitting any report document to the foundation, these figures should be compared against internal financial reports to ensure accuracy and auditability.

## **B. Period X Report**

The second tab used for data entry is the *Period X Report* tabs. You will use these tabs to reforecast future spending. Actual costs are automatically populated when you enter this information on the *Actual Costs and Revenues* tab. Find the *Period X Report* tab that aligns with the budget period you are reporting against. For example, if you are completing your first progress report you will use the *Period 1 Report* tab; the following year, you will use the *Period 2 Report* tab; and so on. All entries are the same as the *Actual Costs and Revenues* tab with the following exceptions:

### **1) Project Revenue Forecast**

- a) Enter any projected interest income in the yellow input cells in the row titled "Earned Interest" for all remaining budget periods. Please enter whole dollar amounts for projected interest earned on both the Gates Foundation funds and the other revenue sources, if known.
- b) Enter any projected revenue for the project from other funding sources in the yellow input cells in the "Other Revenue" row. Do this for all remaining budget periods. This amount may include funds generated through grants, fundraising or in-kind donations. We are asking for this information at a consolidated summary level only, not itemized by each unique funder.

### **2) Project Expense Forecast**

- a) For all remaining budget periods, reforecast project expenses for personnel and direct cost categories. Provide forecasted expenses for the total project as well as those costs covered by your Gates Foundation grant funds.

**Note:** The foundation recognizes that adjustments to projected spending within cost categories are often needed in order to reach the outcomes aligned with the approved project. Providing grantees with the ability to forecast remaining expenses following the completion of each budget period allows the grantee to propose these adjustments in spending to their program officer. Remember, all budget category changes over 10% must be approved by your program officer and should be clearly articulated in the accompanying fiscal report narrative.

### **3) Direct Costs Summary**

- a) When known, in the "Total Indirect Costs" row, enter the actual indirect costs that are covered by other funding sources in the yellow input cell for all remaining budget periods. This is needed to compile the projected total

project cost for the entire grant term.

**Note** - The indirect costs attributed to the Gates Foundation grant funds are based on the approved percentage requested during the budget development phase and do not need to be entered manually.

#### **Review**

Have you forecasted that your organization will spend the entire project revenue by the end of the grant term? You can check this by finding the "Carryover from Previous Period" row in the "Project Revenue Forecast" section. If the cells in the period following your last grant term show a carryover of zero then you have forecasted to spend all remaining funds by the end date of the grant.

#### **Questions**

If you have any questions during the progress reporting phase, please feel free to reach out to your program officer.

### **III. HOW TO COMPLETE FINAL FISCAL REPORTS** - *The directions below present a step-by-step method for completing your final fiscal report.*

#### **A. Actual Costs and Revenues**

This is the only tab that is needed to complete a final fiscal report. All additional reporting tabs will not be used.

- 1) Follow steps A1-5 listed above in the "Actual Costs and Revenues" portion of the "How to Complete Interim Fiscal Reports" section.
- 2) Explain all final costs in your accompanying fiscal report narrative. Include descriptions of any variances from previously reforecast amounts and whether or not any Gates Foundation funds remain at the conclusion of the project.

**Note:** You can see if all funds have been spent by finding the "Carryover from Previous Period" column in the "Project Revenue" section on the *Actual Costs and Revenues* tab. If the cells in the period following your last grant term show a carryover of zero in the "Gates Foundation" column this shows you have spent all Gates funds on the proposed project.

#### **Questions**

If you have any questions during the final reporting phase, please feel free to reach out to your program officer.

### **IV EXCEPTIONS** - *The situations below require you to contact your program officer as soon as possible.*

#### **A. Supplemental Funding**

- 1) If your organization, at any point during the grant term, believes it requires supplemental funding from the foundation in order to complete the approved project, please contact your program officer.
- 2) If supplemental funding has been approved by the foundation, your program officer will provide you with additional instructions regarding how to complete future progress and final fiscal reports.

#### **B. Potential Extension of the Grant Term**

- 1) If your organization is unable to spend all Gates Foundation funds by the predetermined grant end date contact your program officer.

**C. Adjustments to Budget Periods and/or Reporting Dates**

- 1) If your organization, at any point during the grant term, would like to request adjustments to the budget periods laid out in the signed grant agreement, contact your program officer.
- 2) If your program officer has approved adjustments to your budget periods, please ensure that updates are made to the "Actuals Starting" cells found on the *Actual Costs and Revenues* tab.

**D. Adjustments to a Cost Category of 10 Percent or More**

- 1) All cost category changes over 10 percent or more must be approved by your program officer. If you would like to request a cost category change of 10 percent or greater and you do not have a fiscal report due within the next month, contact your program officer.
- 2) If you would like to request a cost category change of 10 percent or more and have a fiscal report due within the next month, reforecast this shift in the correct *Period X Report* tab and clearly articulate this request in your accompanying fiscal report narrative.