

Appendix A: Conference Budget Spreadsheet

Organization Name		
Type of Organization		
Conference Name		
Conference Date		
Length of Conference	Days	
Indirect Costs		

Please input data into yellow boxes
Gray boxes are auto-calculated

	Conference Total Budget	Gates Foundation Supported
Number of Conference Participants		

Personnel		Notes	
	Rate	Please list Core Personnel and Percent Effort based on yearly levels	
Staff		\$0	
Personnel Total		\$0	\$0

Travel		Please list # of attendees expected to be funded to attend the meeting	
Transportation	#	Rate	
Transportation 1		\$0	
Transportation 2		\$0	
Lodging			
Lodging 1		\$0	
Lodging 2		\$0	
Meals/Per Diem			
Meals/Per Diem 1		\$0	
Meals/Per Diem 2		\$0	
Travel Total		\$0	\$0

Attendee Registration Fees Paid by the Foundation (if any)		If applicable, list funds requested to defray attendee registration expenses	
	#	Rate	
Registration Fees			\$0
			\$0
Attendee Registration Fees Total			\$0

Consultants and Speaker Fees			
Consultants	#	Rate	
Consultants		\$0	
Speaker Fees			
Speakers		\$0	
Consultants and Speaker Fees Total		\$0	\$0

Supplies and Contracted Services			
Supplies			
Supplies			
Contracted Services			
Facilities			
Publications			
Communications and Meeting Materials			
Other			
Supplies and Contracted Services Total		\$0	\$0

Total Costs	\$0	\$0
Allowable Indirect Costs		\$0
Total Grant Request		\$0
		0% of total budget

Support from Other Sources			
Income collected from Registration Fees (if any)			
Source 1			
Source 2			
Source 3			
Support from Other Sources Total	\$0		0% of total budget