**Guidance on using FMB – Institutional funding grids**

Sheets Funding tracker and Funding tracker charts

The purpose of this table is to log all applications submitted, with information on the programme to be funded, whether the proposal was accepted/rejected, who is the contact person or manager, and what is amount and length of the grant.

Some fields may seem unnecessary or redundant from a logging perspective, but the information can be used to produce various tables and chart that analyse success rate of application, funding available per programme, rough estimate of funding available for a specific time period, etc.

The currencies will vary, so two columns were added to ensure the information on the charts/tables is standardised and coherent.

 If the organisation feels it’s too laborious or pointless to add information on all proposals submitted, then perhaps add only the grants secured.

Sheet Calendar

Here the goal is to represent the timeframe for each grant, to help prioritising expenditure allocation, cash-flow and shortfalls.

It has been organised by trimesters and attempts to represent each grant’s project year (hence the thicker borders on each row) and how they fit into the calendar year, until 2017.

As some grants have an annual budget, it is important tell apart the figure for each year, rather than a lump sum. However, this is not necessary for any “one-off” grants (such as Rufford Small Grants), which can be represented as one figure for the whole project period.

This calendar is set up to also allow the inclusion of information on deadlines and outputs to be delivered throughout the course of each grant, so that you know when to prepare or expect information to be submitted/received.

If you think there’s an important aspect missing, if any deadline changes, or if you get new funding, please feel free to add or move these coloured highlights.

Sheets Organisational funding grid – core and all

The priority in this table is the organisation as a whole – not the project funding available – and it may be divided into two different sections:

* Organisational needs
	+ All the items (people’s salaries, services, travel, materials, equipment) needed to be able to run the basic office/programme activities
* Programme needs
	+ All the items (people’s salaries, services, travel, materials, equipment, events) needed to run the projects ongoing, but are not specific to **one** project

E.g. of both categories

* An example of organisational needs would be having a security guard at the office, an external auditor to review your accounts every year, or internet – you would need these regardless of the project funding received, as they are a basic necessity to run the organisation. Same would apply to the salary for Finance Manager/Project Accountant, as this role will be needed irrespective of ongoing projects
* An example of Programme needs would be the purchase of scuba diving gear, necessary for the projects, even if they’re not fully funded or their purchase isn’t specifically featured in the project budget. Another example could be the organisation of workshops to bring together different experts on Marine issues – this may not be necessary for the Myanmar programme to survive, and may not be a specific budget item amongst your grants, but it will be important and beneficial for your Marine work, gathering contacts and exchanging knowledge.

Provided it’s clear that these two categories are clearly split, they don’t necessarily need to be put into two different tables/sheets, and the content/categories of each table may vary.

If kept in the same sheet, a way of differentiating the two categories could to be give *Organisational needs* priority 1, and the *Programme needs* priority 2 – this way, anyone looking at your table could identify what is perceived as a priority and must be funded above all. I can provide you with an example, if requested.

All the lines in the template can be edited or deleted as appropriate.

Steps to set up this table:

1. Add the relevant budget lines, taking into account the definitions provided above. The table provided is just an example and should be edited to fit your programme.
2. Once the items are listed, you should add how much each of them costs for a specific period of time – this is usually 1 year, but it’s up to you.
3. Add one column per secured funding source (usually donor, but could also be fundraising event), and add how much there is in that budget to contribute to the budget lines you’ve set up. E.g. How much are each of your donors giving towards you Finance Manager’s salary?
4. The final 2 grey columns – *Total funding* and *Balance* – have formulas & formatting that shouldn’t need any input or edits – they will automatically give you the figures:
	1. *Total funding* will show you how much there is available across all donor sources for each budget line
	2. *Balance* will show any deficit or surplus for each budget line – if red, it means you currently don’t have enough funds to cover that budget line. This will allow you to monitor your needs and inform budgeting priorities for future funding proposals.

Important considerations when setting up this table

* Timeframes – make sure every column refers to the same period
	+ Is your timeframe 1 year, 2 years, 5 year, or 3 months?
	+ Whatever the length, does it have the same start and end time?
* Currencies – make sure everything’s listed in the same currency.
	+ If exchange rates are highly variable, you may apply the currency conversion using the sheet *Currencies*, so that you don’t have to change every cell manually – just use a formula that links to the relevant exchange rate and every time you update this individual figure, your whole table will update automatically
	+ It’s entirely up to you which currency to use – just make sure it’s obvious which one you are using
* Code – If the original donor budget has a specific code for a specific line, you may include it here, to make sure it’s clear.

Sheet Salaries allocations 2015

The idea behind this set of tables is to complement salary information from the *Organisational funding grid* sheet. Each staff member would have a set of tables, reflecting which grant is covering which percentage of salary each month. This will allow a close monitoring of grant expenditure, to ensure it’s being allocated appropriately, in terms of budget limits, but also timeframes for spending.

Please note the same important considerations described above should be taken into account in setting up these tables.

Steps to set up the tables:

* First table
1. Fill out the information required for each column, regarding funding available for that person in each grant
2. Unless the donor requires a strict spend, with monthly allocations, it may be irrelevant to fill out columns H-S, and these can be deleted
* Second table
	1. As you fill out the information on the first table, you should see the information mirrored in the grey cells of the second table. There’s no action needed in setting up this table.

How to use the tables:

* First table
1. Every time there is a new grant, the salary information should be added to the table. There’s other no action needed for this table on monthly basis.
* Second table
1. Every month, add the figures on how the person’s salary was covered to the equivalent column (*G-R*) and the relevant row (*25-40*) of the second table
2. *Row 41* should be used as the check for whether the total salary amount was covered each month
3. *Column E* should be used as the check for whether the organisation is still within the budget allocation, throughout the grant period

Please never change/fill out any of the grey cells on either table, as they have been set up to automatically extract information.