

## Freeport-McMoRan Project Budget User Guide

This project budget was developed to provide our grant review committee with a tool to evaluate projects and investments more effectively. In the interest of space, we have only added two rows under each section (Personnel Salary, Fringe Benefits, etc.). Your project will likely need more than two rows to capture expenditures. Each row has formulas that **MUST** be replicated to ensure the budget is populated correctly. Please follow these steps to ensure the project budget formulas stay intact.

1. Highlight the row you want to copy by clicking on the number of the row. In this example we have highlighted Row 15. You **MUST** click on the actual number.

	Year 1	FCX Foundation	From FCX Foundation	Line Item Details/ Comments
12				
13	<b>EXPENSES</b>			
14	Personnel Salary			Ex. Project manager – 50% of the manager's time- \$25,000 Construction labor- \$45,000
15	Activities counselor	\$40,000	\$5,000	13% This program will be rolled up into the current role. The funding being requested is for the hours that will be allocated to implementing the program we are seeking funding for.
16	Reading teacher	\$50,000	\$0	The reading teacher will volunteer 10% of her time at no cost to the program
17	Subtotal	\$ 90,000.00	\$ 5,000.00	6%
18	Fringe Benefits			
19				
20				
21	Subtotal	\$ -	\$ -	
22	Consulting & Professional Fees			
23				
24				

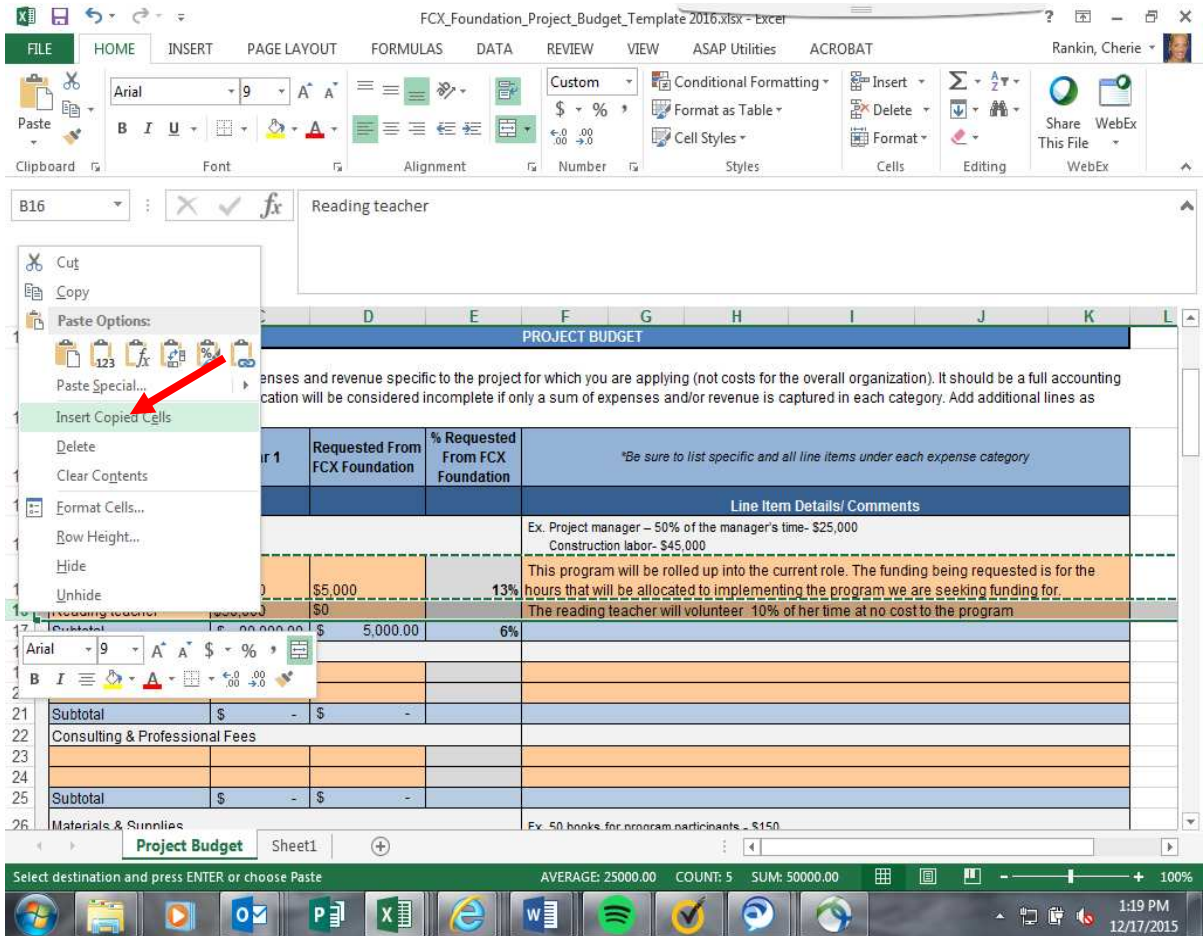
2. Right click the number and select Copy from the pop-up list.

	Year 1	Requested From FCX Foundation	% Requested From FCX Foundation	Line Item Details/ Comments
10	<b>PROJECT BUDGET</b>			
11	Detail the expenses and revenue specific to the project for which you are applying (not costs for the overall organization). It should be a full accounting. Your application will be considered incomplete if only a sum of expenses and/or revenue is captured in each category. Add additional lines as			
12				*Be sure to list specific and all line items under each expense category
13	<b>EXPENSES</b>			
14	Personnel Salary			Ex. Project manager – 50% of the manager's time- \$25,000 Construction labor- \$45,000
15	Activities counselor	\$40,000	\$5,000	13% This program will be rolled up into the current role. The funding being requested is for the hours that will be allocated to implementing the program we are seeking funding for.
16	Reading teacher	\$50,000	\$0	The reading teacher will volunteer 10% of her time at no cost to the program
17	Subtotal	\$ 90,000.00	\$ 5,000.00	6%
18	Fringe Benefits			
19				
20				
21	Subtotal	\$ -	\$ -	
22	Consulting & Professional Fees			

Once you click “Copy” your row will have a dashed highlighted border circulating around it.

	Year 1	Requested From FCX Foundation	% Requested From FCX Foundation	Line Item Details/ Comments
12				*Be sure to list specific and all line items under each expense category
13	<b>EXPENSES</b>			
14	Personnel Salary			Ex. Project manager – 50% of the manager's time- \$25,000 Construction labor- \$45,000
15	Activities counselor	\$40,000	\$5,000	13% This program will be rolled up into the current role. The funding being requested is for the hours that will be allocated to implementing the program we are seeking funding for.
16	Reading teacher	\$50,000	\$0	The reading teacher will volunteer 10% of her time at no cost to the program
17	Subtotal	\$ 90,000.00	\$ 5,000.00	6%

3. Right click on the row underneath the row that is dashed and highlighted and select “Insert Copied Cells” In this example that would be Row 16. You **MUST** click on the number 16.



4. After you insert the copied cell a duplicate row will populate and you can press “Enter”.

YOU MUST capture in detail the expenses and revenue specific to the project for which you are applying (not costs for the overall organization). It should be a full accounting of all dollars requested. Your application will be considered incomplete if only a sum of expenses and/or revenue is captured in each category. Add additional lines as needed.

	Year 1	Requested From FCX Foundation	% Requested From FCX Foundation	*Be sure to list specific and all line items under each expense category
<b>EXPENSES</b>				<b>Line Item Details/ Comments</b>
Personnel Salary				Ex. Project manager – 50% of the manager’s time- \$25,000 Construction labor- \$45,000
Activities counselor	\$40,000	\$5,000	13%	This program will be rolled up into the current role. The funding being requested is for the hours that will be allocated to implementing the program we are seeking funding for.
Activities counselor	\$40,000	\$5,000	13%	This program will be rolled up into the current role. The funding being requested is for the hours that will be allocated to implementing the program we are seeking funding for.
Reading teacher	\$50,000	\$0		The reading teacher will volunteer 10% of her time at no cost to the program
Subtotal	\$ 130,000.00	\$ 10,000.00	8%	

Now you are able to add as many rows as needed under each section.

\*TIP: It is best to make copies of the rows while they are blank.

Questions? Email Cherie at [cherie\\_rankin@fmi.com](mailto:cherie_rankin@fmi.com)