

# Spend-Down Tracking Template

Grant Name / Award #: \_\_\_\_\_ Grant Period: \_\_\_\_\_ to \_\_\_\_\_  
 Funder: \_\_\_\_\_ Reporting Period: \_\_\_\_\_ to \_\_\_\_\_

Budget Category	Allocated (\$)	Spent to Date (\$)	Remaining (\$)	% Spent	Notes
Personnel / Staffing					
Training & Workshops					
Supplies & Materials					
Equipment					
Contractual / Consultants					
Travel					
Indirect / Admin Costs					
<b>TOTAL</b>					

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_