

Tool 11

Youth-Friendly Budget Tracking Template

Public budgets are more than numbers: they are statements of government priorities. Budget tracking helps young people understand where public money comes from, how it is allocated, whether it is spent as planned, and whether it creates meaningful impact in their communities.

This template will help youth organizations to:

- Track how government budget allocations align with OGP commitments.
- Monitor whether funds for transparency, participation, and accountability reforms are actually implemented.
- Access budget information using simplified Freedom of Information (FOI) requests.
- Strengthen civic oversight through evidence-based reporting.



STEP 1: IDENTIFY THE OGP COMMITMENT

OGP commitment title

Government level

- ☐ Federal
- ☐ State
- ☐ Local

Lead government institution

Sector

- ☐ Governance
- ☐ Health
- ☐ Education
- ☐ Inclusion
- ☐ Anti-Corruption
- ☐ Digital Governance
- ☐ Other

What is the commitment trying to achieve? (Objective)

Which community groups are expected to benefit?

STEP 2: IDENTIFY BUDGET ALLOCATION

Is there money attached to the commitment?

- ☐ Yes
- ☐ No

If yes, please fill out the following:

Budget year:

Government agency responsible:

Budget line (if available):

Amount allocated:

Amount released (if available):

Source of information:

- ☐ Budget document
- ☐ Citizen budget
- ☐ FOI response
- ☐ Government website
- ☐ Civil society report

Comparing the budget to the OGP commitment

Is this commitment reflected in the budget?

- ☐ Yes
- ☐ No

Is funding clearly allocated?

- ☐ Yes
- ☐ No

Is funding sufficient?

- ☐ Yes
- ☐ No

Is funding traceable?

- ☐ Yes
- ☐ No

STEP 3: ACCESS BUDGET INFORMATION (FOI GUIDE)

If budget data is not available, use the Freedom of Information (FOI) law.

FOI allow citizens to request public documents, such as:

- Approved budget documents
- Budget implementation reports
- Financial release records
- Procurement details
- Project expenditure reports

Simple FOI request template

To: [Name of Public Institution]

Subject: Request for Budget Information under FOI Act

Dear Sir/Madam,

I am writing to request access to information under the Freedom of Information Act.

I hereby request the following:

- Approved budget for [year]
- Budget allocation and expenditure details for [specific project or sector]
- Records of funds released for OGP-related commitments

This request is made for civic engagement and public accountability purposes. Kindly provide this information within the statutory timeframe.

Thank you.

Sincerely,

[Your Name]

FOI tracking

Date request sent:

Institution contacted:

Response received:

- ☐ Yes
- ☐ No
- ☐ Partial

Notes:

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STEP 4: VERIFY IMPLEMENTATION OF OGP COMMITMENT AND IDENTIFY GAPS

Commitment implementation status

- | | |
|--------------------------------------|---|
| ☐ Not started | ☐ Stalled |
| ☐ In progress | ☐ Not verifiable |
| ☐ Completed | |

What was funded with the budget?

What was delivered with that funding?

Does spending match commitment? Write your observations.

Funding availability

Implementation progress

Transparency of progress

Public participation

Key gaps identified

Verification methods

- | | |
|---|--|
| ☐ Government reports | ☐ Civil society reports |
| ☐ IRM reports | ☐ Media reports |
| ☐ Site visit | ☐ Other |
| ☐ Stakeholder interviews | |

Other evidence collected

STEP 5: REPORT FINDINGS

Once you have completed the analysis, do not let them sit in a folder: turn them into action. Develop a report that consolidates the results and share it with the OGP Point of Contact and submit it to the OGP MSF or other relevant stakeholder groups.

Also publish a citizen-friendly summary that makes your findings accessible beyond specialist audiences, and reach out to media and civil society organizations to amplify the message. The further your findings travel, the harder they are to ignore.

Minimum information of the report

OGP commitment title:

Government level

☐ Federal ☐ State ☐ Local

Lead government institution:

Commitment objective and expected impact:

Implementation status:

☐ Not started ☐ In progress ☐ Completed ☐ Stalled ☐ Not verifiable

Budget allocated to its implementation:

Activities funded and delivered with that budget:

Key gaps identified between assigned budget and commitment implementation:

Evidence or verification methods:

Recommendations for commitment implementation: