

BUDGET AND FINANCIAL INFORMATION

A line item budget, presented in local currency, is to be presented (sample format attached) showing anticipated costs of the proposed project. Include as much detail as possible. A brief narrative explanation and justification for each line item must be included in a separate section entitled “budget notes.” Include data to support actual costs and/or methodologies to support cost estimates. All projected costs must be in accordance with the organization’s standard practices and policies.

Salaries - For each person (or category of personnel), specify the amount of time projected to be spent working on the project and what total salary this represents for each person. List names of individuals if known.

Fringe Benefits - For each person, indicate the cost of fringe benefits, such as social security, health insurance, yearly bonus, vacation allowance, etc. Identify the items included in the fringe benefit calculation. Where benefits are calculated separately from salary, they should be consistent with local and national laws and policies. The rate must be consistent with fringe benefits rates used in other contracts.

Travel and Transportation - Indicate mode of travel; estimate number of trips, cost per trip (transportation and expenses or per diem), and number of travel days per trip. Include local travel expenses such as gasoline or kmage, taxis, etc. Note: purchase of vehicles is not allowable.

Consultants - Show anticipated fees for consultants hired in-country. Indicate number of days and cost per day (must be in accordance with local rates). Hiring of consultants from a third country is not permitted.

Other direct costs - All other costs, including supplies, printing, postage/shipping, telephone, utilities, equipment maintenance, translations, etc.

Indirect Costs - See prior instructions in body of RFP. A copy of the organization’s negotiated indirect cost rate agreement (NICRA) should be provided, if applicable.

SAMPLE BUDGET FORMAT				
in local currency				
Item	Proposed Funding			
	Rate	/Unit	Units	Amount
Salaries and Wages				
Position #1 - Name		/day		xx
Position #2 - Name		/day		xx
Position #3 - Name		/day		xx
Total Salaries & Wages				xx
Fringe Benefits		/xx		xx
Consultants				
Name - activity		/day		xx
Total Consultants				xx
Travel & Transportation				
Activity #1: _____				
Local travel (# kms @ ?/km * #trips)		/activity		xx
Per Diem (#people * #days)		/activity		xx
Activity #2: _____				
Bus fare (#trips * #people)		/activity		xx
Per Diem (#people * #days)		/activity		xx
Total Travel & Transportation				xx
Other Direct Costs				
Communications: Phone/Fax		/month		xx
Postage/Courier		/month		xx
Photocopying/Printing		/month		xx
Supplies, expendable		/month		xx
Total Other Direct Costs				xx
TOTAL DIRECT COSTS				xx
INDIRECT COSTS		/ xx		xx
TOTAL COST				XXX
<p>Note 1: This budget is illustrative and is not meant to suggest categories or to limit necessary line items. Detail may be provided in a format consistent with the organization's internal accounting systems and practices.</p> <p>Note 2: Daily rates are determined by dividing the annual salary by 260.</p>				