

## Budget Template for Project/Programme Grant Proposals

Organization Name: \_\_\_\_\_  
 Project/Programme Name: \_\_\_\_\_  
 Project Start (dd-mmm-yyyy): \_\_\_\_\_  
 Project End (dd-mmm-yyyy): \_\_\_\_\_  
 Currency: \_\_\_\_\_  
 Exchange Rate (if any): \_\_\_\_\_  
 Grant amount requested from QAI: \_\_\_\_\_  
 Funding expected from other sources: \_\_\_\_\_  
 Total: \_\_\_\_\_

### Instructions

- For each item, provide narrative notes and details of unit costs, quantities and any assumptions.
- Insert rows (for additional items of expenditure) or columns (for additional time periods) as needed.
- Where the project/programme spans different components or geographies, insert additional sheets for each.

Item	Details / Assumptions	Period Start: Period End:	Year 1 1-Jun-2022 31-May-2023					Year 2 1-Jun-2023 31-Dec-2023					Grand Total	% of Total Project Cost
			Unit Cost	Unit Type	Units	Frequency	Total	Unit Cost	Unit Type	Units	Frequency	Total		
<b>A</b>	<b>Direct Project/Programme Expenses</b>													
<b>1</b>	<b>Personnel Costs</b>					<b>7,000.00</b>					<b>6,000.00</b>	<b>13,000.00</b>	<b>83.9%</b>	
1.1	<i>E.g. Project Coordinators</i>	<i>2 project coordinators, for 5 days per month, 7 months in Year 1 and 6 months in Year 2</i>	<i>100.00</i>	<i>/ person / day</i>	<i>2</i>	<i>35</i>	<i>7,000.00</i>	<i>100.00</i>	<i>/ person / day</i>	<i>2</i>	<i>30</i>	<i>6,000.00</i>	<i>13,000.00</i>	
1.2						0.00						0.00	0.00	
1.3						0.00						0.00	0.00	
<b>2</b>	<b>Capital Assets/Equipment</b>					<b>2,500.00</b>					<b>0.00</b>	<b>2,500.00</b>	<b>16.1%</b>	
2.1	<i>E.g. Laptops for project personnel</i>	<i>5 laptops to be purchased in Year 1</i>	<i>500.00</i>	<i>/ unit</i>	<i>5</i>	<i>1</i>	<i>2,500.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0</i>	<i>0</i>	<i>0.00</i>	<i>2,500.00</i>	
2.2						0.00						0.00	0.00	
2.3						0.00						0.00	0.00	
<b>3</b>	<b>Supplies &amp; Materials</b>					<b>0.00</b>					<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
3.1						0.00						0.00	0.00	
3.2						0.00						0.00	0.00	
3.3						0.00						0.00	0.00	
<b>4</b>	<b>Research, Monitoring &amp; Evaluation</b>					<b>0.00</b>					<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
4.1						0.00						0.00	0.00	
4.2						0.00						0.00	0.00	
4.3						0.00						0.00	0.00	
<b>5</b>	<b>Professional Services</b>					<b>0.00</b>					<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
5.1	<i>E.g. Consulting, contractors...</i>					0.00						0.00	0.00	
5.2						0.00						0.00	0.00	
5.3						0.00						0.00	0.00	
<b>6</b>	<b>Travel, Conferences &amp; Meetings</b>					<b>0.00</b>					<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
6.1						0.00						0.00	0.00	
6.2						0.00						0.00	0.00	
6.3						0.00						0.00	0.00	
<b>7</b>	<b>Re-Grants to Other Organizations</b>					<b>0.00</b>					<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
7.1						0.00						0.00	0.00	
7.2						0.00						0.00	0.00	
7.3						0.00						0.00	0.00	
<b>8</b>	<b>Other Direct Expenses</b>					<b>0.00</b>					<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
8.1	<i>E.g. programme-specific fundraising</i>					0.00						0.00	0.00	
8.2						0.00						0.00	0.00	

Provide a breakdown of total compensation costs by position. For each position, include a brief description of the role played, the number of headcounts for the position, approximate % of time the staff spend on this project/programme.

Elaborate in your proposal which aspects or functions of the project/programme have been outsourced, what studies had been commissioned, etc.

8.3		0.00	0.00	0.00	
<b>B</b>	<b>Indirect / Overhead Expenses</b>				
<b>1</b>	<b>Indirect Costs / Overheads</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
1.1	<i>E.g. Rent, utilities</i>	0.00	0.00	0.00	
1.2		0.00	0.00	0.00	
1.3		0.00	0.00	0.00	
<b>TOTAL</b>		<b>9,500.00</b>	<b>6,000.00</b>	<b>15,500.00</b>	<b>100.0%</b>
			<i>Check</i>	<i>0.00</i>	

Provide details on why these indirect costs should be allocated to the project, and the basis/ allocation key used for allocation.