

## Budget Template for Project/Programme Grant Proposals

**Organization Name:** \_\_\_\_\_  
**Project/Programme Name:** \_\_\_\_\_  
**Project Start (dd-mmm-yyyy):** \_\_\_\_\_  
**Project End (dd-mmm-yyyy):** \_\_\_\_\_  
  
**Currency:** \_\_\_\_\_  
**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	Year 1	Year 2	Year 3	Total	% of
		<i>Period Start:</i>				
		<i>Period End:</i>				
<b>A</b>	<b>Direct Project/Programme Expenses</b>					
<b>1</b>	<b>Personnel Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
1.1	<i>E.g. 1 Project Lead</i>					
1.2	<i>E.g. 3 Community Workers</i>					
1.3						
<b>2</b>	<b>Capital Assets/Equipment</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
2.1						
2.2						
2.3						
<b>3</b>	<b>Supplies &amp; Materials</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
3.1						
3.2						
3.3						
<b>4</b>	<b>Research, Monitoring &amp; Evaluation</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
4.1						
4.2						
4.3						
<b>5</b>	<b>Professional Services</b>	<b>0.00</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>					
5.2						
5.3						

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.

<b>6</b>	<b>Travel, Conferences &amp; Meetings</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
6.1						
6.2						
6.3						
<b>7</b>	<b>Re-Grants to Other Organizations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
7.1						
7.2						
7.3						
<b>8</b>	<b>Other Direct Expenses</b>	<b>0.00</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>					
8.2						
8.3						
<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>0.00</b>	<b>0.0%</b>
1.1	<i>E.g. Rent, utilities</i>					
1.2						
1.3						
<b>TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
				<i>Check</i>	<u>0.00</u>	

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