Budget Template

Please complete and attach via email to - immunisationaccelerator@savethechildren.org.uk

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# Budget template

## BUDGET CONDITIONS

* The grant can be used to fund direct costs related to the project only, which includes costs for equipment, fieldwork and data collection, consumables and research assistance, travel to conferences, subsistence, and conference fees.
* The grant can only be used to deliver the objectives stated in the grant application.
* The grant may be used to contract out elements of the work where required; however, the grantee is not permitted to make sub-grants. For the purposes of these conditions, to "contract out" means to hire someone outside of your organization to do a job or service for you. This usually means making a formal commercial agreement about what they will do and how much they will be paid.
* Organisational overhead costs will be paid not exceeding 8% of direct costs.

Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[Name of Organization]** | **Unit Type** | **Quantity** | **Unit Cost (USD)** | **Total Project Budget (USD)** |
| **Personnel** |  |  |  |  |
| Staff Name/Title 1 | Hours/Days | 20 |  |  |
| Staff Name/Title 2 | Hours/Days | 1 |  |  |
| Subtotal – Personnel |  |  |  |  |
| **Contracting Services** |  |  |  |  |
| Service 1 | Hours/Days | 5 |  |  |
| Subtotal – Contracting Services |  |  |  |  |
| **Supplies** |  |  |  |  |
| Example: Face Masks | Boxes | 2 |  |  |
| Example: Disposable Gloves | Boxes | 2 |  |  |
| Subtotal – Supplies |  |  |  |  |
| **Equipment** |  |  |  |  |
| Example: Laptop |  |  |  |  |
| Example: Test Tubes |  |  |  |  |
| Subtotal – Equipment |  |  |  |  |
| **Travel & Transportation** |  |  |  |  |
| Example: Local transport |  | 5 | $59 | $295 |
| Subtotal – Travel |  |  |  |  |
| **Other Direct Costs** |  |  |  |  |
| Example: Print/Copies |  |  |  |  |
| Example: Postage/Mailing |  |  |  |  |
| Subtotal – Other Direct Costs |  |  |  |  |
| Indirect Costs (up to 8%) |  |  |  |  |
| **Total Budget** |  |  |  | **$** |

## Project Budget Key

* Personnel: the unit cost is the annualized salary (or wage compensation) per full-time equivalent (FTE) position
* Contracting Services: include any consultancy agreements required for the duration of the project
* Supplies: include common operating supplies that will be used in the short-term/within one year or less
* Equipment: include items with a unit cost of $5,000 USD or more and/or a useful life of more than one year. A fractional quantity can be entered.
* Travel & Transportation: multiple identical trips by multiple people can be reflected in the same line
* Other Direct Costs: section serves as a place to capture everything that qualifies as a direct cost and does not fit any of the other categories
* Indirect Costs: administration and overhead