**BUDGET NOTES FOR SUBGRANTS (Template)**

**Grantee Name:**

**Project Title:**

**Budget Proposal Total:**

**Project Duration (Number of months):**

|  |  |
| --- | --- |
| **SALARIES & BENEFITS** | |
| **Position** | **Description of the role in the project and level of effort (%)** |
| Project director |  |
| Project coordinator |  |
| Accountant |  |
|  |  |
| **Benefits & Taxes \*** |  |

**Salaries** This is a pay to employees of the organization who work on the NDI project and are budgeted as such.

**Benefits** and Taxes: list benefits and taxes separately.

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| **CONTRACTUAL LABOR\*** |

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| **Position** | **Description of the role in the project** |
| Project Officer |  |

Contractual labor\* (These are “employment like” contractual  relationships when a person performs work which is considered integral to the business and the employer controls the way work is carried out, the specific hours when work is performed, and the way the product is delivered. In such relationships, a person receives a steady paycheck from the organization, generally gets a desk, computer and other office supplies provided by the employer, and has the large majority of their income coming from the employer, may be on employer's payroll, and may receive limited benefits, but cannot be hired as an employee based on local law or organization's funding circumstances).

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| **OFFICE SPACE & UTILITIES** | |
| **Service Type** | **Description of the cost, allocation and other specific details (if any)** |
| Office rent |  |
| Generator fee |  |
| Car fuel |  |
| Car maintenance |  |
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| **OFFICE SUPPLIES** | |
| **Supply** | **Description of the cost, allocation and other specific details (if any)** |
| Photocopier ink |  |
| Printer ink |  |
| Stationary |  |
| Paper |  |
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| **OFFICE EQUIPMENT** | |
| **Equipment** | **Description of the cost and any other specific details (Please note: No allocations allowed for equipment due to different donor disposal requirements.)** |
| Digital camera |  |
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| **EQUIPMENT RENTAL** | |
| **Equipment** | **Description of the cost, allocation and other specific details (if any)** |
| Data show |  |
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| **REPAIR & MAINTENANCE** | |
| **Equipment** | **Description of the cost, allocation and other specific details (if any)** |
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| **COMMUNICATIONS** | |
| **Communication Type** | **Description of the cost, allocation and other specific details (if any)** |
| Telephone/Fax |  |
| Internet/E-mail |  |
| Postage/Courier |  |

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| **LOCAL TRAVEL** | |
| **Travel Type** | **Description of the cost, allocation and other specific details (if any)** |
| Staff transportation |  |
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| **OUT-OF-TOWN TRAVEL** | |
| **Travel Type** | **Description of the cost, allocation and other specific details (if any)** |
| Staff transportation |  |
| Airfare |  |
| Other travel costs |  |

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| **PER DIEM** | |
| **Per Diem** | **Description of Need for the Per Diem and explanation of how the cost and number of days were determined.** |
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| --- | --- |
| **LODGING** | |
| **Lodging** | **Description of Need for the Lodging and explanation of how the cost and number of nights were determined.** |
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| **CONTRACTUAL SERVICES** | |
| **Printing Type** | **Description of the cost, allocation, Unit determination and other specific details (if any)** |
| Printing |  |
| Translation |  |
| Photocopies |  |
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| **CONSULTANT FEES & EXPENSES** | |
| **Position** | **Contractors: Description of the role in the project**  **Vendors: Explanation of the Unit determination** |
| Consultant I |  |
| Consultant II |  |
| Consultant III |  |
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| **OTHER DIRECT COSTS** | |
| **Position** | **Description of the cost, allocation and other specific details (if any)** |
| Bank charges |  |
| Subscription |  |
| Meetings |  |
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| **ACTIVITY COSTS** | |
| **Workshop 1 (specific expense category by activity type)** | **Description of Need for the Meeting expense and explanation of how the cost and number of units were determined.** |
| Hall rent |  |
| Supplies |  |
| Participant allowance |  |