



INSTRUCTIONS FOR PREPARING THE BUDGET PROPOSAL

- 1** Please include breakdown , details per line item (unit, rate, pax etc).
- 2** The templates are formulated. Should you need to insert rows, please ensure the formulas for sub-totals and totals are retained.
- 3** The total amount requested should be computed to the nearest thousand.

FINANCIAL GUIDELINES

- 1** The project's administrative cost should not exceed 30% of the total amount being requested.
- 2** The proponent is expected to provide a counterpart contribution of at least 25% of the amount requested and should be verifiable for audit purposes.
 - 2.1** Counterpart contribution may either be in cash or in-kind
 - 2.2** In-kind counterpart is to be expressed as a cash equivalent
 - 2.3** Examples of counterpart are cash value of : time spent of staff not charged to the project; donated services, donated /leased land or facilities used for the project; utilities such as electricity,water,janitorial and security services; office space)
- 3** PCPD does not allow cost recovery for personnel. Consultancy fees, honoraria and salaries which are already paid to the staff of the proponent organization should not be charged to the project but can be reported as counterpart.
- 4** Other allowable / unallowable expenses;
 - 4.1** Unallowable expenses include: advertising, bad debts, contingencies, entertainment, fines and penalties, interests, fund raising costs, investment management costs, losses, first or business class air fare, service charges, and audit fees.
 - 4.2** Advertising and fund raising costs which are part of the project's strategy are allowed.
 - 4.3** Food expenses are allowable if incurred during training, workshops and conferences. Meal expenses during staff meetings are not allowed.
- 5** Evaluation cost for projects of 1 year and over and 1 million grant and above should be 5 % to 8% of the amount requested.

COUNTERPART						
		Budget Item	Total		Counterpart Sub Totals	
1						
	1.1					
	1.2					
	1.3					
		Sub total			0.00	
2						
	2.1					
	2.2					
	2.3					
		Sub-total		P	0.00	
3						
	3.1					
	3.2					
	3.3					
		Sub-total		P	0.00	
4						
	4.1					
	4.2					
	4.3					
		Sub-total			0.00	
		TOTAL COUNTERPART	0.00	P	0.00	0.00
		GRAND TOTAL			P	0.00

BUDGET SUMMARY:			
GRANT REQUESTED			
	Budget Item	Grant Requested	Total
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	TOTAL GRANT REQUESTED	P 0.00	0.00
COUNTERPART			
	Budget Item	Proponent Counterpart	Total
1			
2			
3			
4			
5			
	TOTAL COUNTERPART		0.00
	TOTAL PROJECT COST		0.00