

ATTACHMENT C. BUDGET NARRATIVE TEMPLATE

[NAME OF THE ORGANIZATION]
BUDGET NARRATIVE
[DATE]
RFA NO. [INSERT RFA #]

Note: When completing the budget notes, please change the text within [] with information relevant to the project. This template includes a comprehensive list of the types of allowable costs; however, it would be unlikely that any one grant would have all of these types of cost.

All line items in the budget should have at least one corresponding paragraph in the Budget Narrative that explains:

- *What the cost item is (description) and how it is needed for the project to be successful*
- *What the unit (or daily) cost is*
- *How many units (or days) are budgeted*
- *What the unit cost is based on, such as:*
 - *Gazetted/published rates (for example, for a ferry ticket)*
 - *Existing salaries (for paid staff)*
 - *Shelf price in local markets/shops/catering services*
 - *Local commercial rates set by the service provider (such as car/boat or equipment hire)*
 - *Community-negotiated rates (such as for homestay lodging, venue use, casual labor, or volunteer services)*
 - *Proforma invoice*
 - *WEECAP Travel Policy*
 - *Other (describe)*

I. INTRODUCTION

This section contains the notes pertaining to the WEECAP program, **RFA No.: [INSERT RFA#]**. The proposed budget reflects **[Name of the Organization]**'s estimate, on a per year basis, of the costs associated with this project. The assumptions on which the **[Name of the Organization]** budget has been based are described throughout the budget schedules and explanatory notes. All costs are presented in XOF.

II. BUDGET JUSTIFICATION

A. PERSONNEL

1. STAFF

[Title of staff position] has been budgeted for **[number of days]** days to **[describe what the staff person is doing]**. The rate is based on **[describe the basis for the rates]**.

[Title of staff position] has been budgeted for **[number of days]** days to **[describe what the staff person is doing]**. The rate is based on **[describe the basis for the rates]**.

[Title of staff position] has been budgeted for **[number of days]** days to **[describe what the staff person is doing]**. The rate is based on **[describe the basis for the rates]**.

[Title of staff position] has been budgeted for [number of days] days to [describe what the staff person is doing]. The rate is based on [describe the basis for the rates].

[Title of staff position] has been budgeted for [number of days] days to [describe what the staff person is doing]. The rate is based on [describe the basis for the rates].

[Title of staff position] has been budgeted for [number of days] days to [describe what the staff person is doing]. The rate is based on [describe the basis for the rates].

2. CONSULTANTS

[Title of consultant] has been budgeted for [number of days] to [describe what the consultant is doing]. The rate is based on [basis for the rates].

B. TRAVEL, TRANSPORTATION AND PER DIEM

Note: costs under this section should include that for staff and consultants only. Training or meeting participant costs should be included under C. MEETING/WORKSHOP.

1. TRANSPORT (car hire)

[Type of transport] is budgeted to transport [which staff/consultant/volunteer] from [location] to [location]. This transport is needed for [one time only, round trip, or for XX days]. The transport is budgeted at a rate of [rate for car hire]. This rate is based on [basis of rate]. This transport is necessary to [description of the purpose of transport].

2. VEHICLE FUEL

[Number of litres] of fuel is budgeted for the transport described above, at a rate of [rate per litre] per litre. This rate is based on [basis of rate].

3. LODGING

[Which staff/consultant/volunteer] will be lodged at [venue of lodging] at a price of [cost per night] per night for [number of nights] nights. This rate is based on [basis of rate].

4. MEALS & INCIDENTALS ALLOWANCE

Note: The first and last day of this allowance may only be budgeted at 75%. Additionally, if the meeting or workshop is providing catering of a meal, the meals and incidentals allowance must be reduced for each meal that is provided by 15% for breakfast, by 25% for lunch, and by 40% for dinner.

While traveling, [staff/consultant position] will receive a daily meals and incidental allowance of [amount per day] per day, for a total of [number of days] days. This rate is based on [basis of rate]. Only seventy-five percent of this rate is budgeted for the first and last day of travel.

5. TRANSPORT ALLOWANCE

[Title of staff/consultant/volunteer] will arrange their own travel to the [type of meeting or workshop]. Therefore, a transport allowance will be issued at a rate of [amount per day] per person for [number of days] days. This rate is based on [basis of rate].

C. PURCHASE OF EQUIPMENT

1. INFORMATION TECHNOLOGY AND COMMUNICATIONS EQUIPMENT

The proposed budget includes the purchase of [number of units] of [type of equipment] for the purpose of [purpose of equipment]. The unit cost of this item is [cost per unit]. The cost is based on [basis of cost].

2. SOFTWARE

The proposed budget includes the purchase of [number of licenses] of [type of software] for the purpose of [purpose of software]. The unit cost of this item is [cost per license]. The cost is based on [basis of cost].

3. MECHANIZED LIVELIHOODS EQUIPMENT (dryers, coolers, processors, etc.)

The proposed budget includes the purchase of [number of units] of [type of equipment] for the purpose of [purpose of equipment]. The unit cost of this item is [cost per unit]. The cost is based on [basis of cost].

D. SUPPLIES

1. NON-MECHANIZED TOOLS (farmer field tools, surveyor camping tools, etc.)

The proposed budget includes the purchase of [number] of [type of supplies] for the purpose of [purpose of supplies]. The unit cost of this item is [cost per unit]. The cost is based on [basis of cost].

2. FIELD SUPPLIES (safety gear, camping supplies, food rations, etc.)

The proposed budget includes the purchase of [number] of [type of supplies] for the purpose of [purpose of supplies]. The unit cost of this item is [cost per unit]. The cost is based on [basis of cost].

3. FARMING INPUTS (seeds/seedlings, agricultural commodities/livestock)

The proposed budget includes the purchase of [number] of [type of input/commodity, including species name] for the purpose of [purpose of inputs]. The unit cost of this item is [cost per unit]. The cost is based on [basis of cost]. These items will be purchased from [source of purchase].

4. FUEL FOR PURCHASED EQUIPMENT

[Number of litres] of fuel is budgeted for the equipment purchased as described above, at a rate of [rate per litre] per litre. This rate is based on [basis of rate].

D. MEETINGS/WORKSHOPS

[Type of training] will be conducted for [number of trainees] participants for [number of days]. Costs for this training include:

4. CAR/VEHICLE HIRE FOR MEETING/WORKSHOP PARTICIPANT TRANSPORT

[Number of participants] will be transported by [type of transport] for [number of days]. The hire of this transport costs [cost per day] daily. This rate is based on [basis of rate].

5. LODGING FOR MEETING/WORKSHOP PARTICIPANTS

[Which staff/consultant/volunteer] will be lodged at [venue of lodging] at a price of [cost per night] per night for [number of nights] nights. This rate is based on [basis of rate].

6. MEALS & INCIDENTALS ALLOWANCE FOR MEETING/WORKSHOP PARTICIPANTS

Note: The first and last day of this allowance may only be budgeted at 75%. Additionally, if the meeting or workshop is providing catering of a meal, the meals and incidentals allowance must be reduced for each meal that is provided by 15% for breakfast, by 25% for lunch, and by 40% for dinner.

While traveling, each participant will receive a daily meals and incidental allowance of [amount per day] per day per person, for a total of [number of days] days. This rate is based on [basis of rate]. Only seventy-five percent of this rate is budgeted for the first and last day of travel.

7. TRANSPORT ALLOWANCE FOR MEETING/WORKSHOP PARTICIPANTS

Note: Transport allowance cannot be budgeted if the project is providing transport under item B.1. above.

Each participant will arrange their own travel to the [type of meeting or workshop]. Therefore, a transport allowance will be issued at a rate of [amount per day] per person for [number of days] days. This rate is based on [basis of rate].

8. VENUE HIRE FOR MEETINGS/WORKSHOPS

To conduct the [type of meeting or workshop], the project will hire [name of venue] for [number of days] days, at a rate of [rate of venue hire]. This rate is based on [basis of rate].

9. CATERING/REFRESHMENTS FOR MEETINGS/WORKSHOPS

On each day of the [type of meeting or workshop], the project will hire catering to provide lunch and tea breaks. This has been budgeted at a cost of [rate per day] per day for [number of days] days. This rate is based on [basis of rate].

10. EQUIPMENT HIRE FOR MEETINGS/WORKSHOPS

On each day of the [type of meeting or workshop], the project will hire [type of equipment]. This has been budgeted at a cost of [rate per day] per day for [number of days] days. This rate is based on [basis of rate].

11. FUEL FOR EQUIPMENT HIRE FOR MEETINGS/WORKSHOPS

[Number of litres] of fuel is budgeted for the equipment hire described above, at a rate of [rate per litre] per litre. This rate is based on [basis of rate].

12. MEETING/WORKSHOP MATERIALS PRINTING

The printing of meeting/workshop materials is budgeted at [unit cost of printing] per copy for [number of copies]. This rate is based on [basis of rate].

13. MEETING/WORKSHOP STATIONARY

The [type of meeting or workshop] will require the following stationary: [list of types of stationary]. This is budgeted at [cost of the stationary]. This rate is based on [basis of rate].

E. OTHER DIRECT COSTS

1. EQUIPMENT HIRE (unrelated to meetings/workshops)

The project will hire [type of equipment] for the purpose of [purpose of equipment hire]. This has been budgeted at a cost of [rate per day] per day for [number of days] days. This rate is based on [basis of rate].

2. FUEL FOR EQUIPMENT HIRE

[Number of litres] of fuel is budgeted for the equipment hire described above, at a rate of [rate per litre] per litre. This rate is based on [basis of rate].

3. PRINTED MATERIALS (signboards, posters, etc. unrelated to meetings/workshops)

The project will develop and print [type of materials] for the purpose of [purpose of the materials] for a cost of [cost per copy] for a total of [number of copies]. this cost is based on [basis of rate].

4. STATIONARY (office supplies unrelated to meetings/workshops)

The project will require the following stationary: [list of types of stationary] for staff. This is budgeted at [cost of the stationary]. This rate is based on [basis of rate].

5. COMMUNICATIONS

Airtime has been budgeted for [title of staff/consultant/volunteer] at a rate of [rate per day/month] per [day/month]. This rate is based on [basis of rate].