|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **UNFPA Grant Programme** | | | | | |
| **PROJECT BUDGET FORM** | | | | | |
| ***(PLEASE PREPARE THE BUDGET IN USD)*** | | | | | |
| **Applicant's Name:** |  | | | |  |
|  |  |  |  |  |  |
| **Title of the Project:** |  | | | |  |
|  |  |  |  |  |  |
| **IMPORTANT NOTES** • All expendituresmust be detailed on activity base.  • Each activity heading should be compatible / same with the ones in the Application Form. • All costs related to the activity, except Administrative Costs, should be listed under that particular activity budget heading. E.g., Travel and accomodation costs, printed materials, meeting expenses, equipment and supply costs etc. that is to be spent while implementing the activity.  • All costs should be budgeted in detail with its units and unit rates, should not be presented as lump sum. For example, instead of writing Printing of a Broschure: 100 USD, it should be detailed such as Printing of a Broschure: 100 broshures \* 1 USD = 100 USD. • It is possible to add new rows to the budget in order to make a detailed budget as requested.  • Administrative costs, such as communication costs, office costs related to the project, should be presented as lump sum and should not exceed 7% of the total direct eligible costs of the project. | | | | | |
|
|
|
|
|
|  |  |  |  |  |  |
| **Budget Line** | | | |  |  |
| **1. Name of the Activity:** | | | |  |  |
|  |  | **Type of the Expenditure *(pls give details)*** | | Total |  |
|  | 1. | e.g.Travel | |  |  |
|  | 2. | e.g. Salary | |  |  |
|  | 3. | e.g. Printing | |  |  |
|  | 4. | e.g. Equipment | |  |  |
|  |  |  | **TOTAL - D1** |  |  |
|  |  |  |  |  |  |
| **2. Name of the Activity:** | | | |  |  |
|  |  | **Type of the Expenditure *(pls give details)*** | | Total |  |
|  | 1. | ……………………………………….….. | |  |  |
|  | 2. | ……………………………………….….. | |  |  |
|  | 3. | ……………………………………….….. | |  |  |
|  | 4. | ……………………………………….….. | |  |  |
|  | 5. | ……………………………………….….. | |  |  |
|  | 6. | ……………………………………….….. | |  |  |
|  |  |  | **TOTAL - D2** |  |  |
|  |  |  |  |  |  |
| **3. Name of the Activity:** | | | |  |  |
|  |  | **Type of the Expenditure *(pls give details)*** | | Total |  |
|  | 1. | ……………………………………….….. | |  |  |
|  | 2. | ……………………………………….….. | |  |  |
|  | 3. | ……………………………………….….. | |  |  |
|  | 4. | ……………………………………….….. | |  |  |
|  | 5. | ……………………………………….….. | |  |  |
|  | 6. | ……………………………………….….. | |  |  |
|  |  |  | **TOTAL - D3** |  |  |
|  |  |  |  |  |  |
|  | **I - DIRECT COSTS - TOTAL (D1+D2+D3+D4+…):** | | | **0** |  |
|  |  |  |  |  |  |
|  | **II - ADMINISTRATIVE COSTS *(Max. 7% of the total direct eligible costs (I) of the project)*** | | |  |  |
|  | **TOTAL PROJECT BUDGET (I + II)** | | | **0** |  |
|  |  |  |  |  |  |