



2012 Call for Proposals

Budget Summary

Please review the Budget Guidelines carefully before completing the Budget.

All amounts must be entered in US dollars (USD). Enter amount without any periods, commas, symbols or spaces. Please round up to the nearest dollar.

Please note that all budget lines are for costs related only to project activities.

General Category of Expenditures	Requested from the UN Trust Fund					Contribution from applicant/s	Total Cost
	Year 1	Year 2	Year 3	Total	%		
I. Personnel				\$0.00			\$0.00
II. Capacity Development (Training/Seminar/Workshops, etc.)				\$0.00			\$0.00
III. Advocacy/Awareness Raising (Media, Communication, Publications, etc.)				\$0.00			\$0.00
IV. Partnerships (Co-implementing partners/Building Support Networks)				\$0.00			\$0.00
V. Technical Assistance				\$0.00			\$0.00
VI. Equipment				\$0.00			\$0.00
VII. Monitoring and Evaluation				\$0.00			\$0.00
VIII. Audit				\$0.00			\$0.00
IX. Indirect Costs (Administrative Costs)				\$0.00			\$0.00
X. Administrative Agent Fees (UNCTs only)				\$0.00			\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00

Budget Narrative (maximum 700 words):

Budget Guidelines:

i. Personnel costs:

For Civil Society Organizations: Personnel costs for managing the project should not exceed 20 per cent (20%) of the grant requested. Please note that the amount you specify will be reviewed in relation to the overall project cost and may be subject to revision.

For Government Entities: It is expected that personnel costs will be borne under the government's regular budget and should be reflected as such. Short-term consultancies the government may need specifically for implementation of this project may be reflected under the *Technical Assistance* budget line.

For UN Country Teams: Staff and other project management costs are discouraged, and where included, should be well-justified in the Budget Narrative. Please note that the amount you specify will be reviewed in relation to the overall project cost and may be subject to revision.

ii. Capacity Development:

For all applicants: All projects are required to allocate US\$ 10,000 of the grant requested for capacity development activities to be convened by the UN Trust Fund (i.e. regional workshops, knowledge-sharing events, etc). This amount should be indicated in the first year of implementation.

iii. Technical Assistance:

For all applicants: Please specify what services related to project implementation the technical assistance budget line will entail, and justify the need for it in the Budget Narrative.

iv. Equipment:

For all applicants: Please specify which equipment is needed, and justify the need for it in the Budget Narrative. Please note that the amount you specify will be reviewed in relation to the overall project cost and may be subject to revision.

v. Monitoring and evaluation:

For all applicants: Monitoring and evaluation costs cannot exceed 10 per cent (10%) of the total grant requested.

- Please note: The recommended budget allocations for monitoring and evaluation should be used as a guide to determine a precise budget amount based on factors such as the size and scope of the project, baseline and end line studies, as well as costs for external evaluators in the country/region. This in turn will also dictate the type of end of project evaluation that can feasibly be conducted;
- Please explain the costs of the monitoring and evaluation components of the project in the Budget Narrative.

vi. Audit:

For Civil Society Organizations: One external audit is required at the end of the project period. A provision for the cost of this activity, not exceeding 5 per cent (5%) of the total amount requested should be included.

For Government Entities: It is expected that audit costs will be borne under the government's regular budget and should be reflected as such.

For UN Country Teams: Activities carried out by UN agencies shall be audited in accordance with their own financial regulations and rules. The cost for the audit shall be borne by the UN agencies.

vii. Indirect costs:

Indirect project costs are related to administrative support of the project including financial management and information resources management. Other indirect expenses comprise additional rental of office space, office maintenance and utilities, telecommunications and office supplies.

For Civil Society Organizations: The maximum indirect project costs cannot exceed seven per cent (7%) of the total grant requested and must be related to the approved project, with no exceptions. Please note that the amount you specify will be reviewed in relation to the overall project costs and may be subject to revision.

For Government Entities: Indirect costs are not applicable and government applicants are requested to submit their proposed

budgets accordingly.

For UN Country Teams: The UN Trust Fund will utilize the Standard MOU for Joint Programming Using Pass Through Fund Management. The rate of indirect costs shall be fixed seven per cent (7%) of the total of categories I-VIII.

viii. Administrative Agent Fees:

For UN Country Teams ONLY: The Administrative Agent will be entitled to allocate an administrative fee of one percent (1%) of the grant requested to meet the Administrative Agent's costs of performing its associated functions.

ix. Matching Funds:

For all applicants: Indications of matching funds from participating UN agencies, government and other stakeholders, in addition to in-kind contributions (office space, staff, conference facilities, media outlets, supplies, other) should be clearly specified and broken down by budget line.

x. Grant Request Restrictions:

For large civil society organizations, governments and UN Country Teams: Budget requests should be within the range of a **minimum of \$300,000 to a maximum of \$1 million** total for duration of two to three years. Budgets must be based on the proposed project and take into consideration the organization's operational and absorptive capacity.

For small civil society organizations, especially grassroots women's organizations and networks: Budget requests will also be considered for a **minimum of \$100,000** for duration of two to three years. Budgets must be based on the proposed project and take into consideration the organization's operational and absorptive capacity.

xi. The UN Trust Fund will NOT fund the following:

- Costs of infrastructure such as purchase of land, property, acquisition of office space, construction or repair of existing buildings or offices, including for example, the building and furnishing of service facilities, shelters or short-stay homes (ONLY on an exceptional basis);
- Costs that can be financed by other funding sources in the country or by the government (i.e. providing ARTs);
- Activities where a substantial part of the budget is allocated for travel and/or conference services;
- Activities where a substantial part of the budget covers institutional recurrent costs and/or personnel costs;
- Grants for filling a 'funding gap' for ongoing initiatives/projects;
- Regional or international learning events. Please note that the UN Trust Fund will only support those regional and international workshops that it convenes itself.