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How to Plan and Prepare the Budget for a USAID Project Proposal

(With a sample USAID format Budget)



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This e-book covers a detailed description of a general USAID proposal budget format and a sample budget format. The USAID proposal process might seem daunting to many because of the detailed documentation needed, certain sections, and most importantly, because of its highly competitive nature. We are attempting here to make the process simpler by helping you with some guidelines around preparing a budget format for your USAID proposal, by offering a sample budget, tips, best practices and detailed examples in this e-book. Good luck!

1. Introduction

The United States Agency for International Development (USAID) releases a wide range of federal grant opportunities for the developing nations with the aim of furthering its objectives of saving lives, reducing poverty, strengthening democratic governance and progress; by means of humanitarian assistance and international development efforts. USAID works in over 100 countries in the areas of: Promoting Global Health, Supporting Global Stability, Providing Humanitarian Assistance, Catalyzing Innovation and Partnerships, and Empowering Women and Girls.¹

The USAID grant awards (assistance awards in USAID terminology) are given in a highly competitive manner and understanding the eligibility and capacity of your organization must be the first step towards preparing yourself in pursuit of a USAID funding opportunity. You may choose to apply for any of the several types of funding that USAID offers: You may respond to a Request for Proposal (RFP), apply for the New Partnerships Initiative (NPI), or submit a proposal for various theme/ project-based grant and partnership opportunities, or even submit an unsolicited proposal to the USAID.² The USAID funding opportunities are posted daily on Grants.gov and beta.SAM.gov. You can find more information on this link:

<https://www.usaid.gov/work-usaid/find-a-funding-opportunity>

In general, the budgeting process involves a detailed planning of resources as per the programmatic activities, estimating the costs for each of the activities and aspects and mapping the various sources. Integrating the organizational and programmatic aspects within the project planning and the budgeting process contributes to get a more accountable and closer to accurate estimation of resources and costs. Involving the wider organizational team to get their inputs around the process is important for this process. Preparing a budget for a USAID proposal will need extra care and compliance

¹ <https://www.usaid.gov/>

² <https://www.usaid.gov/work-usaid>

with the RFA/ RFP, so make sure you do your research properly before preparing a proposal application and the budget for the same.

2. Proposal Process Basics

USAID encourages a large number of applications and competition to ensure high quality proposals and solutions. To this end, USAID issues solicitations and asks the organizations to respond to them. After this, the organizations whose response best meets the evaluation criteria outlined in the particular solicitation, get selected. However, this is not the end of the process. The various types of solicitations by USAID to assess your organizational capacities, select potential partners, and get detailed understanding of the planned work are (*Source: USAID*):

- Request for Information (RFI): A call for organizations to share technical or other requested information before issuing a formal solicitation.
- Pre-Solicitation Notice: A notification that the Agency will be issuing a solicitation.
- Sources Sought Notice: A notice to determine the number of organizations interested in a possible funding opportunity, their level of experience and qualifications, and the suitability of an activity for a particular type of small business set-aside.
- Draft Notice of Funding Opportunity (NOFO): A draft of the NOFO, released before the formal solicitation is announced; its purpose is to receive feedback and input.
- Draft Scope of Work: A draft of the planned scope of work that enables organizations to provide feedback and to get a better understanding of a planned activity.

The actual funding opportunity solicitations involve the following steps and aspects. Once funding is available and USAID is interested in offering funding to organizations in various domains, the USAID issues a 'solicitation'. There are different types of solicitations:

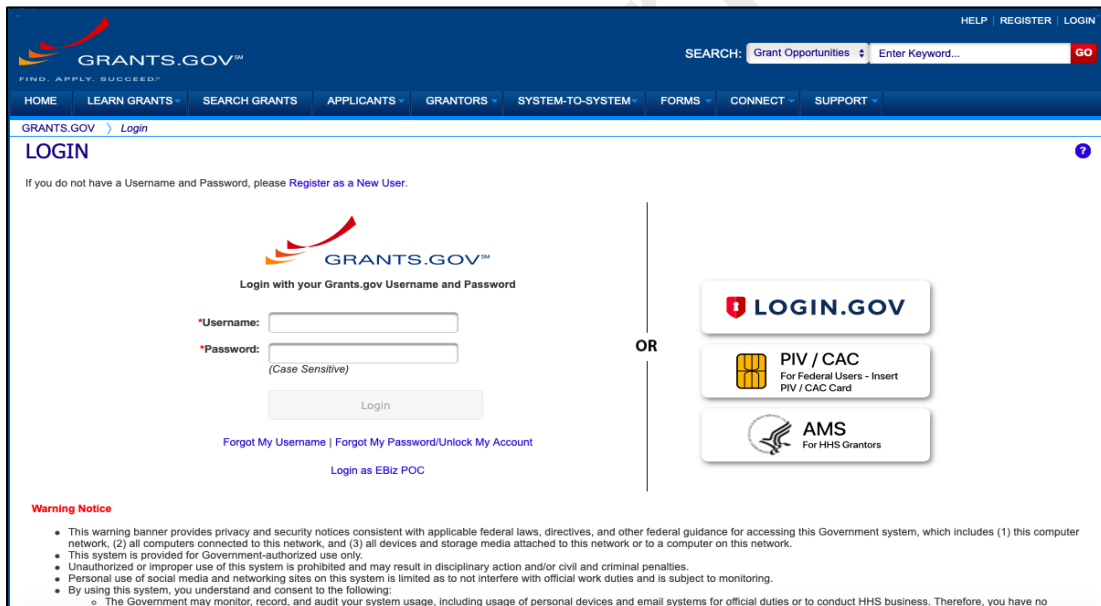
- Request for Proposal (RFP): An official call for proposals with complete details about the projects and areas to be funded, evaluation criteria and all necessary information related to the RFP. All RFPs are posted on beta.SAM.gov.
- Notice of Funding Opportunity (NOFO): An official solicitation for assistance awards, also called the 'grants and cooperative agreements'. All NOFOs are posted on Grants.gov.
- Annual Program Statement (APS): A 'call to action' released by USAID on Grants.gov, usually once a year, that outlines the need for a specific kind of program and encourages the submission of a wide range of concept papers.

- **Broad Agency Announcement (BAA):** This entails a competitive and collaborative research and development process used to seek innovative solutions to development challenges from public, private, for-profit, and nonprofit partners. BAAs can result in contracts, grants, or cooperative agreements and are posted on both beta.SAM.gov and Grants.gov.

Each of the above have separate application processes and guidelines. So, it is important to read the solicitation thoroughly, conduct deep research and also get in touch with the previous USAID partners in the region and domain to understand the best practices, building on past successes and have samples to help you in your application process.

The Initial Steps

First things first, you must register on the USAID grant portal, as an individual or an organization. It is a very simple and quick process and allows access to all available opportunities by USAID, both 'posted' and 'forecasted'. Here is a screenshot of how the page looks:



The screenshot shows the Grants.gov login interface. At the top, there is a navigation bar with links: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. A search bar is also present with the text "SEARCH: Grant Opportunities" and a "GO" button. Below the navigation bar, the page title is "LOGIN". A message states: "If you do not have a Username and Password, please Register as a New User." The main login area has two columns. The left column is for "Login with your Grants.gov Username and Password" and includes fields for "Username:" and "Password:" (marked as Case Sensitive), a "Login" button, and links for "Forgot My Username", "Forgot My Password/Unlock My Account", and "Login as EBiz POC". The right column is separated by a vertical line with the word "OR" and contains three options: "LOGIN.GOV", "PIV / CAC" (For Federal Users - Insert PIV / CAC Card), and "AMS" (For HHS Grantors). At the bottom, there is a "Warning Notice" section with several bullet points regarding system security and usage.

You will need to sign in and create an account on the portal to be able to view and access the grants opportunities here. Once logged in, you can select the grant opportunities on the page named 'Search Grants', where you can filter the opportunities on the basis of parameters like the status of the opportunity (Posted, Forecasted, Closed, Archived)/ eligibility/ category/ agency).

What to look for in a solicitation

- **First of all, go through the solicitation in depth and detail:**

Make sure you go read the solicitation in depth and detail and make notes of the important points. Some points to be understood well in detail would be the scope of work, evaluation criteria, and eligibility criteria, aspects that will be funded to have clarity about your budgeting and scope for co-funding too, if needed. Upon reading the solicitation/ requirement carefully, determine the size and scope of budget for the same, and make sure you understand the application requirements.

- **Understand the evaluation criteria of USAID:**

Review and understand the evaluation criteria and their order of importance as listed in the solicitation. Some of the criteria may include technical expertise, staffing, experience and capabilities, and past projects and successes. Only apply if you are eligible for the RFP/RFA.

- **Ask questions:**

Solicitations will include a point/s of contact at USAID and timelines for submitting your enquiries, if any. If any aspect is not clear, ask your questions well in time, in writing, and in a concise and clear manner.

- **Demonstrate your competencies and USPs in the domain and geography:**

It is important to make sure your application stands out from those of the competitors. For this, demonstrating your strengths as an organization that is expert in the domain and well equipped in terms of programmatic, financial and overall transparency, accountability and responsibility.

Some other obvious things to keep in mind are:

- Being aware of deadlines and timelines and making sure you keep track of time and submit your proposals/ applications well in time, if possible, ahead of the deadlines.
- Following solicitation/ application instructions: Each solicitation includes specific requirements and instructions for preparing your response. Prepare a checklist and keep striking them off as you complete the steps.
- Understanding of the funder: It is important to demonstrate that your organization clearly understands the USAID's operations, goals, strategies and priorities. Review the relevant Country Development Cooperation Strategies, understand the work in your country and domain and keep up to date with its latest projects and successes.

Note: Here is a link where you can find the complete training and capacity building material by USAID related to its funding processes: <https://www.usaid.gov/work-usaid/get-grant-or-contract/trainings-how-work-usaid>. You can also explore Funds for NGOs website for resources and sample proposals.

3. Overview of Budgeting for USAID Funding

The budgeting part of a proposal for USAID might seem a daunting task at first. It can be because of the seemingly complex formats, strict criterion and the level of detail needed. So here are some important points to note before we get into the details of the budgeting process:

- First things first, your organization's mission and capabilities must be aligned with USAID's proposed program and you must go through the eligibility criteria in detail based on the terms of the USAID solicitation.
- Read the solicitation completely and very closely. Make sure you understand the program description, expected goals, results and objectives, the kind of work and activities that will be or will not be supported, cost implications, basic budget elements, cost categories, indirect costs, cost sharing aspects and the application formats.
- Make sure that you apply your application and budget strictly in line with the requirement and the stated amount of the USAID solicitation. This amount/ range will be visible to you once you login the grants.gov portal and click on a particular opportunity.
- A USAID assistance implies a binding contract. Therefore, your organization will be financially and programmatically responsible for complying with the terms of the USAID assistance award, and your organization will be accountable for achieving USAID's desired results in line with your organization's own objectives if awarded.

Key Considerations

Understandably, the programmatic aspects of any project or program are directly linked with the budgetary items/ cost implications. Therefore, when you are working on your proposal or application and outlining your programmatic approach, you need to ask yourself certain basic cost related questions. For example:

- Which activities would the program need? What would be the frequency?
- Would the program staff need to travel? If yes, will it be national or international travel?

- What capital costs might the program incur? E.g. What might be the costs of the equipment or supplies needed to implement the program?
- What might be some of the additional costs, like branding or marketing costs?
- What would be the periodic reporting requirements? Would it need additional resources?

All of these questions are important for you to ask yourself as you determine your program's costs. It may be worthwhile also to chalk out a complete list of resources that the program might need, including financial, human, technical resources, knowledge expertise (advisors or consultants) and so on. Mapping out these 'inputs' to run the program activities will help in more closely determining the various cost heads. For example, a primary education project in the rural areas might need the following resources:

- Financial resources:
Capital/ One time- building, playground, or renovation expense if using existing building³;
Operational/ Recurring- program costs like curriculum, books, enrolment related expenses, etc.
- Human resources: Teachers, program coordinators, field workers, data collectors (M&E) and so on.
- Technical resources: Subject matter experts (SME) to develop curricula, academic linkages, knowledge networks and so on.

It is critical that these get derived from the programmatic planning. A tentative process to arrive at these would look like:



³Usually, USAID rarely uses assistance instruments for construction and hence construction is a line item in budget format.

Taking the example of primary education program in rural areas from above, here is the information that the estimation process must provide you with:

Program Goals	Objectives	Activities	Inputs needed	Input/ Resource categories	Costing estimation
High achievement and personal development for children to reach their maximum potential	- To increase enrolment and reduce drop-out rate from 50% to 0% in five years - To enhance academic achievements and results for 500 children in 5 schools - To provide platforms for personal growth and overall development for these 500 children.	Examples of activities might be: - Organizing awareness drives in the villages, - Increasing focus on activity-based learning for primary school children, - Working with the local stakeholders and opinion-influencers to work on awareness, - Community meetings, - Teachers' training programs, and so on.	Inputs needed might be: Teachers, trainers, field workers, data collectors School building as capital expense, curriculum Etc. Technical or knowledge experts like subject matter experts, knowledge network, etc.	Categorize the listed inputs under categories of resources and put these in a structured format: Human Resources, Financial Resources, Technical Resources, Knowledge Resources and so on.	As per the local cost estimates for each of the described category (<i>create separate rows and columns to add costs</i>). (<i>sample rough template in the next section</i>)

Once we have these mapped out, we can start cost estimation for each of them. E.g. Human resources, we need to add: remuneration, any development or training costs, travel costs, not to forget the annual raise or appraisals, and other related costs. Similarly, we need to estimate the costs of the building, curriculum development, costs related to technical expertise. Lastly, we also need to estimate other operational costs, like electricity, internet, communication costs, field travel costs or per diem, and any contingencies. It is critical that we conduct this budgeting and allocation of resources as per the agreed results, and hence we start from the 'goal' and 'objectives' level in the example above.

Once you have these estimations in place, you must also look at and specify the 'sources of funds or resources. You might be getting funding from other partners or funding agencies, it is important to mention that too. Financial resource amounts in this column should specify if these amounts are from regular or other sources (i.e., trust fund, other funding agencies or donors). It may be noted when these amounts are 'in kind' do not need to be quantified in financial terms. We still advise mapping the in-kind resources too, in order to make sure you do not miss adding any 'related' costs. For example, suppose that you intend to run the program through the existing school structure rather than establishing a new system or a new school in parallel. For this, you plan to use the current school system, teachers and the existing school buildings in the villages. This must be captured even in that case, specifying the source of the input (e.g. local village administration/ school name), and ensuring that related costs are estimated and added. The school building might need any refurbishments, additional resources like computers, etc. Please note that this is an example and the costing will depend on the exact project budget format requirements.

4. Typical USAID Budget Format

Every USAID solicitation would need you to complete a budget in certain predefined formats, which will include a 'Standard Form' format, an additional budget with more detail, and if needed, additional formats for sub-contracting or sub-awarding. In this e-book, we are taking a general sample of the project budget for the USAID proposal to explain the various sections. In principle, most of the headings remain the same but the exact format would vary as per the type of program. Make sure that you strictly follow the exact budget template given with the solicitation. The budget related information is usually required to be submitted in three formats: summary budget, the detailed budget and the budget narrative.

Before you start working on the actual proposal and budget format, you can start with a rough budget template. Start filling a rough budget template with the inputs/

resources that you feel will be required to carry out the program activities. For making this rough budget, you may use your organization's standard budget format. This rough budget can then be translated to the template required in the solicitation. If you do not have a standard budget format, you may use this one, or prepare one using these categories: *(Use Excel file format for ease of calculation and inserting formulae).*

Budget Categories	Rate	Units	No. of Units	Total Cost
Personnel	<i>E.g. USD X</i>	<i>E.g. Per month</i>	<i>E.g. 12</i>	<i>X*12</i>
Fringe Benefits				
Travel				
Equipment				
Supplies				
Contractual				
Construction				
Other				
Total Direct Costs				
Total Indirect Costs				
TOTAL				

Important Points to Note

1. You will need to use ONLY USAID budget formats strictly for the purpose of the entire cost application that accompanies your proposal application. You will need to present your costs in the following three ways:
 - a. First, you will need to prepare a summary budget, which presents a breakdown of all the costs by the major line item categories as given in the table above.
 - b. Second, you need to further break down the major line item categories into their sub-categories to give further details of the costs, in the form of a more detailed budget.
 - c. Lastly, you will need to prepare a detailed budget narrative document that provides the reasoning to each proposed cost with the degree of detail

needed, explaining how the spending will be done, also giving a glimpse of how the spending would be linked with the overall objectives and programmatic goals.

2. The budget must be in line with the technical narrative. Also, remember that all the three budget formats (summary, detailed and narrative) should match with each other.
3. Your cost estimate should be based on accurate costs if possible, or estimations (even if indicative estimates), competitive and in total sync with the project activities.
4. Make sure that you include the teams during the proposal and budget-related discussions so that you capture their inputs and do not miss any important cost related aspect. Apart from the program team, you must include your HR, Procurement and Finance department too.
5. In the summary budget (sample in the next section), following the format as per the opportunity documents, provide accurate sums under each category. Make sure you include any cost shares if applicable. Cost share means any contributions or resources towards your program that you will cover from other sources. This would mean these will be 'excluding' the budget you are proposing to USAID. This would be given clearly in the USAID solicitation whether such cost share contributions are needed and allowed or not. As explained in the example in the previous section, cost share can include the in-kind donations or resource sharing like the school building, donated equipment, volunteer time and other such resources. Remember that you will be responsible to meet such commitments as per your budget and proposal as a condition of your USAID funding, if granted.
6. The 'detailed budget' (sample in the next section) is where you must describe each of the major cost elements, their sub-categories and descriptions. It is critical that the sub-categories must be consistent with the summary budget heads and the amounts must match. Describe each sub-category with sufficient detail. Break down each cost into these categories- unit cost, number of units and type of unit to calculate the overall cost. (See 'how' in detailed budget).
7. In the detailed budget and budget narrative, make sure you provide enough information to the USAID about each cost head and justify the relevance of the activity for the program. For example, in the corresponding budget narrative, you can explain why the given travel is necessary and relevant. You must give details of how frequent the travel will be, whether it will be local or international travel, who will be expected to travel, purpose of each person to travel, number of travel days and so on. Remember to be as detailed as possible.
8. The budget narrative must provide detailed explanation of your costing and of the assumptions made to derive the costing under the various categories.

Here are some examples of how to determine costing under each heading/ category:

Personnel: Identify staffing requirements by each position title and brief description of duties. List the annual or monthly salary for each position, percentage of time devoted to the project.

Fringe Benefits: These are any employment benefits that staff paid from the proposed project will receive. These may include any benefits like staff health insurance, educational benefits, etc. Benefits should be calculated based on the standard employment benefits offered by the organization or country where they will work and should follow the minimum requirements mandated by law. State benefit costs separately from salary costs and explain how you have calculated the benefits for each stated employee.

Travel: Include here any travel that the staff may require to undertake as per the program requirements. Make sure you include all kinds of travel that might be required- international, in-country, local, etc. You must include here the costs of transport, boarding/ lodging costs and the per diem rates for each staff. Per diem must be in line with the country rates and as per USAID.

Equipment: Include the costs of any equipment needed for the program or project, with justification for the purchase/ rental. Make sure you also account for depreciation in the subsequent years as per the value. Usually, durable equipment is defined as any item valued at USD \$5,000 or more and an expected life of two years or more. Expendable equipment or supplies are items valued at less than USD \$5,000 and with an expected life of two years or less. Please read the solicitation requirements and USAID specifications regarding this very carefully.

Supplies: The specifications and cost of each type of supply proposed must be included in this section.

Contractual: Here you must include any sub-granting or sub-contracting work, as and if needed. Include a detailed breakdown of the services you will be sub-granting or sub-contracting, in line with the solicitation rules. You may also consider any consultancy fee if you are going to hire consultants for the project at any step.

Other Direct Costs: These will vary depending on the nature of the project and each cost should be justified in the budget narrative.

Indirect Costs (applies to US organizations only): Organizations claiming indirect costs should have an established Negotiated Indirect Cost Rate Agreement (NICRA).

Some restrictions you must note:

In USAID templates and formats, budgeting for contingency costs is usually not allowed. This means that every cost must be associated with an activity and justified and explained in the narrative.

5. Sample Budget

(Please note that the formats are examples and the actual budget formats may vary depending on the program/ solicitation type.)

Summary Budget:

	Objective One (Education/ Academic Learning for school students)			Objective Two (Employability for older students and beneficiaries)			TOTAL		
	USAID	Cost Share ⁴	Program Total	USAID	Cost Share	Program Total	USAID	Cost Share	Program Total
Personnel	\$113,050		\$113,050	\$92,050		\$92,050	\$205,100		\$205,100
Fringe Benefits	\$35,663		\$35,663	\$30,413		\$30,413	\$66,076		\$66,076
Travel	\$8,350		\$8,350	\$6,430		\$6,430	\$14,780		\$14,780
Equipment	\$3,200	\$1,500	\$4,700				\$3,200	\$1,500	\$4,700
Supplies	\$2,400		\$2,400	\$2,400		\$2,400	\$4,800		\$4,800
Contractual									
Construction									
Other Direct Costs	\$13,500		\$13,500	\$13,500		\$13,500	\$27,000		\$27,000

⁴ USAID solicitations do not always require cost-share, so you may not always need to fill in this column. Read the solicitation requirements carefully and in detail to determine whether you need to fill this or not.

Indirect Costs									
TOTAL	\$176,163	\$1,500	\$177,663	\$144,793		\$144,793	\$320,956	\$1,500	\$322,456

Detailed Budget:

Budget Heads and Categories	Qty	Unit (Days, Mos., Trips)	Unit Amt (US\$)	Objective One (Education/ Academic Learning for school students)				Objective Two (Employability for older students and beneficiaries)				TOTAL			
				USAID		Cost Share		USAID		Cost Share		USAID		Cost Share	
				No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)
1. Salaries															
1.1. PMO Salaries															
Program Manager	1	Mont hs	3500	6	21,000			6	21,000			12	42,000		
Program Officer	1	Mont hs	3000	6	18,000			6	18,000			12	36,000		
Education Officer	1	Mont hs	2500	12	30,000			0				12	30,000		
Employment Officer	1	Mont hs	2500	0				12	30,000			12	30,000		
Country Director	1	Mont hs	5000	1	5,000			1	5,000			2	10,000		
1.1. SUBTOTAL: PMO SALARIES				25	74,000	0	-	25	74,000	0	-	50	148,000	0	-
1.2. Local Staff															
Deputy Program	1	Mont hs	500	6	3,000							6	3,000		

				Objective One (Education/ Academic Learning for school students)				Objective Two (Employability for older students and beneficiaries)				TOTAL			
				USAID		Cost Share		USAID		Cost Share		USAID		Cost Share	
Budget Heads and Categories	Qt y	Unit (Days , Mos., Trips)	Unit Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)
Manager															
Educators/ Teacher	5	Mont hs	30 0	60	18,00 0							60	18,00 0		
Field Workers	4	Mont hs	35 0	48	16,80 0			48	16,80 0			96	33,60 0		
Accountant	1	Mont hs	25 0	3	750			3	750			6	1,500		-
M&E Officer	1	Mont hs	25 0	2	500			2	500			4	1,000		-
1.2. SUBTOTAL: LOCAL STAFF SALARIES				11 9	39,05 0	0	-	53	18,05 0	0	-	17 2	57,10 0	0	-
1. TOTAL SALARIES				14 4	113,0 50	0	-	78	92,05 0	0	-	22 2	205,1 00	0	-
2. Fringe Benefits															
2.1 Non- Local Staff @ 35% of Salaries (PMO)			35 %		25,90 0				25,90 0			0	51,80 0		-
2.2 Local Staff @ 25% of Salaries (Local)			25 %		9,763				4,513			0	14,27 5		-
2. TOTAL FRINGE				0	35,66 3	0	-	0	30,41 3	0	-	0	66,07 5	0	-

				Objective One (Education/ Academic Learning for school students)				Objective Two (Employability for older students and beneficiaries)				TOTAL			
				USAID		Cost Share		USAID		Cost Share		USAID		Cost Share	
Budget Heads and Categories	Qt y	Unit (Days , Mos., Trips)	Unit Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)
BENEFITS															
3. Travel															
3.1. International Air Travel															
Program Manager		Trip	1000	0.5	500			0.5	500			1	1,000		-
Program Officer		Trip	1000	0.5	500			0.5	500			1	1,000		-
Country Director		Trip	2000	1	2,000			0.04	80			1.04	2,080		-
3.1. SUBTOTAL: INTERNATIONAL TRAVEL				2	3,000	0	-	1.04	1,080	0	-	3.04	4,080	0	-
3.2. Local Travel															
Program Manager		Trip	500	2	1,000			2	1,000			4	2,000		-
Program Officer		Trip	500	2	1,000			2	1,000			4	2,000		-
Education Officer		Trip	500	4	2,000				-			4	2,000		-
Employment Officer		Trip	500		-			4	2,000			4	2,000		-
3.2. SUBTOTAL: LOCAL TRAVEL				8	4,000	0	-	0.5	4,000	0	-	8.5	8,000	0	-

				Objective One (Education/ Academic Learning for school students)				Objective Two (Employability for older students and beneficiaries)				TOTAL			
				USAID		Cost Share		USAID		Cost Share		USAID		Cost Share	
Budget Heads and Categories	Qty	Unit (Days , Mos., Trips)	Unit Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)
3.3. International Per Diem															
Program Manager		Days	100	2	200			2	200			4	400		-
Program Officer		Days	100	2	200			2	200			4	400		-
Country Director		Days	150	1	150			1	150			2	300		-
3.3. SUBTOTAL: INTERNATIONAL PER DIEM				1	150	0	-	1	150	0	-	2	300	0	-
3.4. Local Per Diem															
Program Manager		Days	50	6	300			6	300			12	600		-
Program Officer		Days	50	6	300			6	300			12	600		-
Education Officer		Days	50	12	600				-			12	600		-
Employment Officer		Days	50		-			12	600			12	600		-
3.4. SUBTOTAL: LOCAL PER DIEM				24	1,200	0	-	24	1,200	0	-	48	2,400	0	-
3. TOTAL TRAVEL					8,350				6,430				14,780		

				Objective One (Education/ Academic Learning for school students)				Objective Two (Employability for older students and beneficiaries)				TOTAL			
				USAID		Cost Share		USAID		Cost Share		USAID		Cost Share	
Budget Heads and Categories	Qt y	Unit (Days , Mos., Trips)	Unit Amt (U S\$)	N o. of U ni ts	Amt (US\$)	No . of Un its	Am t (U S\$)	No . of Un its	Amt (US\$)	N o. of U ni ts	Am t (U S\$)	No . of Un its	Amt (US\$)	N o. of U ni ts	Am t (U S\$)
4. Equipment															
Construction Materials		Lump sum	20 0	1	200				-			1	200		-
Computers and peripherals		Numb er	30 0	10	3,000	5	30 0	0	-			10	3,000		15 00
4. TOTAL EQUIPMEN T					3,200				-				3,200		15 00
5. Program Supplies															
Program basic supplies (stationery, etc.)		Mont hs	40 0	6	2,400			6	2,400			12	4,800		-
5. TOTAL SUPPLIES			40 0	6	2,400	0	-	6	2,400	0	-	12	4,800	0	-
6. Contractual															
Contractual Costs			-	0	-			0	-			0	-		-
6. TOTAL CONTRACT UAL			-	0	-	0	-	0	-	0	-	0	-	0	-
7. Constructio n															
Construction			-	0	-			0	-			0	-		-

Budget Heads and Categories	Qty	Unit (Days, Mos., Trips)	Unit Amt (US\$)	Objective One (Education/ Academic Learning for school students)				Objective Two (Employability for older students and beneficiaries)				TOTAL			
				USAID		Cost Share		USAID		Cost Share		USAID		Cost Share	
				No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)	No. of Units	Amt (US\$)
7. TOTAL CONSTRUCTION			-	0	-	0	-	0	-	0	-	0	-	0	-
8. Other Direct Costs															
Office Rent	1	Months	1000	6	6,000			6	6,000			12	12,000		-
Office Supplies		Months	200	6	1,200			6	1,200			12	2,400		-
Office Utilities		Months	300	6	1,800			6	1,800			12	3,600		-
Communications		Months	500	6	3,000			6	3,000			12	6,000		-
Security		Months	250	6	1,500			6	1,500			12	3,000		-
8. TOTAL DIRECT COSTS				30	13,500	0	-	30	13,500	0	-	60	27,000	0	-
9. Indirect Costs															
9. TOTAL: INDIRECT COST					-	0	-		-	0	-		-	0	-
TOTAL PROGRAM				0	176,163	0	-	0	144,793	0	-	0	320,956	0	1500

Resources and Further Reading

<https://www.usaid.gov/sites/default/files/documents/1870/E-Module%204%20-%20Preparing%20Budgets%20for%20USAID%20Assistance%20Applications.pdf>

<https://www.usaid.gov/sites/default/files/documents/1870/E-Module%203%20-%20Effectively%20Responding%20to%20USAID%20Award%20Solicitations.pdf>

https://www.usaid.gov/sites/default/files/documents/1866/Ethiopia_FY20_DFSA_RFA_FINAL_July_5_508-compliant.pdf

<https://www.usaid.gov/sites/default/files/documents/1864/D-Budget-Instructions.pdf>

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