**PLEASE DELETE ANY INSTRUCTIONS HIGHLIGHTED IN GRAY PRIOR TO SUBMISSION OF APPLICATION.**

**Budget Narrative – [Organization Name]**

The following is the budget narrative that accompanies [Organization]’s proposed budget of [AFN Enter Amount] in support of the ACEP **Youth Activism Grant**. All calculations must be presented in AFN.

1. **Personnel Costs**

These include types of cost associated for salaries of full and part-time staff working on the project. Only staff who will actually work on the project activities should be included in the project budget. All Personnel Costs must be very well justified providing information on the exact involvement of the proposed staff in the project implementation. In order to support personnel costs requests, organizations are asked to include their organization’s salary scale as well as a copy of the most recent monthly payroll for all staff proposed to be charged to the project. Please indicate the percentage of time that each person will work on the grant.

|  |  |
| --- | --- |
| **Position Title** | **Role and Responsibilities** |
| EXAMPLE: Project Coordinator | This person who will be hired as a full time employee for the entire length of project and will be response to manage the project activities at provincial level and ensure coordination. This position will also actively take part in research and advocacy activities. The monthly salary is [insert amount] |
| **Finance officer** | This person will work on the project 15% of the time. The monthly salary is [insert amount], and the amount charged to this grant is [.15\* monthly salary] |
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|  |  |

# Program Costs

A budget note should be included for each budget line item.

Detailed information on costs associated with the implementation of all components of the planned project activities, by activity, is required. Please provide information on how these costs have been calculated as well as the reason for the proposed cost.

SAMPLE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ToT Training of data collectors/mobilizers | This one-off cost is highly necessary for training the staff who will be involved in research and advocacy activities. The expenses included in this cost are stationary, printing materials, folder, meeting room rental, lunch. This cost has been calculated based on the previous experience of xxx   |  |  |  |  | | --- | --- | --- | --- | | Persons |  |  |  | |
| Transportation | The transportation cost will cover all costs relevant to the transportation (i.e. fuel, maintenance, vehicle rent and driver. It has been foreseen that a vehicle be contracted for this purpose. This cost has been calculated based on the market price and quotations that xxx has received for similar projects. This transportation is for activities i.e. it will be used during data collection, advocacy and awareness workshops and seminars, stakeholder meetings and other project implementation related activities.   |  |  |  |  | | --- | --- | --- | --- | | months |  |  |  | |
| Transcribing and translation | This line will cover costs related to transcribing and translating all interviews and focus group discussions conducted in local language We anticipate [number] hours or pages per interview to be translated.   |  |  |  |  | | --- | --- | --- | --- | | Interviews |  |  |  | |
| Data analysis/research report fee | The data analysis is a highly crucial and sophisticated job. This will be fee-based. Thematic experts’ opinions will be sought which of course will require payment of their fees. Break out the costs that make up the unit price.   |  |  |  |  | | --- | --- | --- | --- | | Dataset |  |  |  | |
| Printing of questionnaires | X number of questionnaires will require printing to distribute during the X number of focus groups. The printing cost is [number] AFN per page. The questionnaires are [number pages each]   |  |  |  |  | | --- | --- | --- | --- | | sets |  |  |  | |
| Stakeholder consultation workshop | Three stakeholders’ workshops are planned in order to present the findings of the research and get the opinion of other stakeholders on the issue.   |  |  |  |  | | --- | --- | --- | --- | | meetings |  |  |  | |

**3.0 Office Supplies**

A budget note should be included for each budget line item.

This section should include types of costs associated with the purchase of office stationeries and consumables (such as costs of publication/duplication of materials- paper, toner, envelopes, etc.). These should be very well justified within the overall context of the project.

Counterpart International – Afghanistan does not allow purchase of office equipment or other project assets through its grants.

**4. Administrative Costs**

A budget note should be included for each budget line item budgeted under this category.

This section should include administrative costs necessary for project implementation; for example, rental of vehicles, office rent and communications (telephone, fax, Internet), utilities (electricity, water supply, etc.), bank fees, etc. Applicants must provide information on total organizational monthly costs, their allocation to various donors and funding sources as well as a justification of the portion of total monthly administrative expenses of the organization proposed to be funded by this grant funding.

Example:

Vehicle Fuel: Five vehicles will be used for project activities on a full time basis at a monthly fuel cost of AFN X. Vehicle logs tracking the use of fuel or receipts for fuel shall be maintained to ensure written proof of the fuel costs.