

BUDGET INSTRUCTIONS

The following instructions are intended to assist you in preparing the budget section of your proposal. Your budget is a critical portion of your grant application. It is in your best interest to ensure that the figures and details provided are accurate and reasonable to the best of your ability.

Please prepare your proposal using equivalents in US dollars. The following format will present you with a guide for preparing your budget, but does not need to be followed rigorously. The budget proposal should use clear terms for easy understanding.

The budget part of your proposal should become the basis for your financial reporting should you receive a grant. All expenses reported in the required financial reports and at the end of the grant period must be clearly presented in your initial budget proposal or subsequently approved through a supplemental or revised budget.

The Budget Summary is intended to provide a clear overview of the itemized expenses listed in your Budget Detail and should be divided into two sections. An example can be found following this section.

A . E x p e n s e s

This section is intended to provide an overview of the funds necessary to successfully complete your project .Total Expenses should list the overall costs of your project. **Other Funding** should list those expenses covered by funding sources other than those requested from OSI. Please be sure to include in-kind (non-monetary) donations in this column. **Funding** should indicate the portion of the total expenses which you are requesting from OSI.

B . S o u r c e s o f f u n d i n g

Include more detailed information on all funding sources which contribute to the project, including the funding for which you are applying. The total in this section should equal the total amount required to complete the project - i.e. the Total Expenses column from the section "A. Expenses". The names of other sources of funding should be listed below the summary table.

A. Budget Summary - SAMPLE

Category	Total Expenses	Co-funding and cost-sharing	OSI funding
1) Salaries			
2) Equipment			
3) Travel			
4) Materials and Supplies			
5) Other Direct Expenses			
Totals			

BUDGET DETAIL AND JUSTIFICATION

Each of the expense areas shown on the budget summary should be given a separate table similar to that in the budget summary section. Use your best judgment as to which area a particular expense should be listed for your project. You should be as specific as possible, without getting bogged down in too many details. Please be sure to include other funding sources wherever applicable. Examples can be found following these instructions.

Remember that the Detail and Justification section assists the experts to evaluate your proposal. The experts reviewing the application will be searching for details that explain the expenditures listed so that a decision can be made on funding. For this reason, please **BE SPECIFIC!**

1) S a l a r i e s

This section should include any individuals working on the project.

When providing details on this section, you should list separately how much each person will receive per month, whether they are full-time or part-time employees, and the number of months they will be working on the project.

The "Staffing" section of your application (see above) should already have provided justification and a brief position description for each staff person.

SAMPLE

Position	Total Salary	Monthly Salary	Full time or Part time	Number of Months	Other funding	OSI funding requested
Project Director						
Totals						

2) E q u i p m e n t

You should include items such as computers, software, and office equipment. Please note that we will retain ownership of all equipment and capital purchased with granted funds and will grant possession of such items to the grantee upon the completion of the project unless otherwise stipulated in the grant agreement. List each item and the expected dollar amount for each item.

Describe here the need for the equipment listed in the budget breakdown and capital purchases related to the project. Each item costing \$1,000 or more should be individually justified in this section.

SAMPLE

Type of Equipment	Number Requested	Cost per Item	Total cost	Other funding	OSI funding requested
Computer	2	1000	2000	0	2000
Totals					

For example: *Computers* - 2 IBM PC 486 to be used by 5 students of the Department of Business Management for maintaining data base on project activities and acquiring new skills in statistics. The Department currently has no computers.

3) Travel

The Travel section should contain all costs related to travel abroad only: accommodation, meals, per diems, etc. Local travel should be noted separately in Administrative and Other Direct Costs.

SAMPLE

No. of people	From/to	Travel per person	No. of days	Accom. per person	Per diem and/or food	Total cost	Other funding	OSI funding Requested
2	Baku-Ganja (round trip)	\$38	2	\$10	\$10	\$232	\$100	\$132
TOTAL TRAVEL								

For example: *lecturers from the London School of Economics, to give lectures in Business Management. The British Council is funding travel costs - 2 return flight tickets.*

4) Materials and Supplies

Materials and Supplies may include office supplies such as paper, pens, staplers, staples, cartridges and other expandables. Please describe the supplies to be purchased and justify how they are essential for fulfilling the project goals

SAMPLE

Item	Number of Items	Cost per Item	Total Cost	Other Funding	Requested from OSI

5) Other Direct Expenses

You should include in this section all expenses, such as Public Relations, rent, telephone postage, maintenance, publishing, translating, contractors, insurance, computer software, books and periodicals etc. Expenses of all kind to be required in the field of public relations (for example, press conferences, publication of the booklets, translations, periodicals, video cassettes, CD ROM's (with more than \$10 000 budget) participation in TV broadcast etc) should be included. 5 % of the total budget of the project with less than 10 000 US dollar fund, and 3 % of the total budget of the project with more than 10 000 US dollar fund should be directed at the project development goals in PR.

Please provide a detailed description for each line item listed in this section. For example, rent cost should be justified in terms of costs per square meter. Costs for meetings should be detailed in their entirety. Where appropriate always indicate quantity.

You should also include an expense category for unexpected expenses, which consists of 2-3% of your total budget.

SAMPLE

Type of Expense	Estimated Total cost	Estimated Monthly Cost	Other funding	OSI funding requested
Office Rental and Utilities				
Telephone				
Postage				
Local Travel				
Office Supplies				
Publications				
Banking Expenses				
Incedental Expenses				
Totals				

For example: *Rental costs - Office rental - 100 square meter for 1 year at \$50/square meter/ year (1 x 100 x \$50 = \$5,000); etc.*