**Budget Form**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Organization:** |  | **Project title:** | | |  | | |
| **Country:** |  | **Project start date:** | | |  | **End date:** |  |
|  | | | | | | | |
| **Expense Category** | **Expense Description** | **Unit** | **Unit Cost** | **Quantity** | **Direct Expenditures by Vital Strategies from NYC** | **Expenditures from Grantee** | **Total Expenditures** |
| **Staff** | | | | | | | |
| **Personnel** |  |  |  |  |  |  |  |
| **Consultants** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Activities** | | | | | | | |
| **Trainings/ Workshops/ Meetings** |  |  |  |  |  |  |  |
| **Media/ Communications** |  |  |  |  |  |  |  |
| **Air Travel** |  |  |  |  |  |  |  |
| **Transport** |  |  |  |  |  |  |  |
| **Survey** |  |  |  |  |  |  |  |
| **Report** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Equipment** | | | | | | | |
| **Laptops** |  |  |  |  |  |  |  |
| **Desktops** |  |  |  |  |  |  |  |
| **Telephone/fax** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Administration** | | | | | | | |
| **Postage and couriering** |  |  |  |  |  |  |  |
| **Audit** |  |  |  |  |  |  |  |
| ***Please sum up all expenses*** | | | | | | | **$** |
|  | | | | | | | |
| **Total Direct Costs** | | | | | | **$** |  |
| **Indirect Costs** (Cannot Exceed 10% of Direct Costs) | | | | | | **$** |
| **Total Budget** | | | | | | **$** |

**Budget Category Definitions**

|  |  |
| --- | --- |
| **Budget Category** | **Definition** |
| Personnel and Consultants | Project-specific personnel or consultant(s)  Company hired to preform project-related service(s) (e.g. develop a survey, collect data, etc.) |
| Trainings/Workshops/  Meetings | Conference, workshop, stakeholder meetings, and/or training logistics and operations, including room reservations, meals, A/V equipment, per diems, travel for external participants, etc.  Travel related to meetings  Trainer for a workshop, training or conference  Interpreters/translators |
| Miscellaneous | General supplies (pens, books, office supplies, worksheets, materials, etc.) |