

<b>Budget Category and Line Item</b> (Provide as much detail as possible on which activity an expense relates to - eg. rental of training hall for Activity 1.1 of the Implementation Plan)	<b>Unit</b> (eg. employee, month, day, chair, bus ticket, event, etc)	<b># of Units</b>	<b>Rate</b>	<b>Total</b>	<b>Justification of Cost (Budget Narrative)</b>
<b>PERSONNEL</b>					

<b>Budget Category and Line Item</b> (Provide as much detail as possible on which activity an expense relates to - eg. rental of training hall for Activity 1.1 of the Implementation Plan)	<b>Unit</b> (eg. employee, month, day, chair, bus ticket, event, etc)	<b># of Units</b>	<b>Rate</b>	<b>Total</b>	<b>Justification of Cost (Budget Narrative)</b>
<b>Total Personnel</b>					
<b>Travel</b>					



<b>Budget Category and Line Item</b> (Provide as much detail as possible on which activity an expense relates to - eg. rental of training hall for Activity 1.1 of the Implementation Plan)	<b>Unit</b> (eg. employee, month, day, chair, bus ticket, event, etc)	<b># of Units</b>	<b>Rate</b>	<b>Total</b>	<b>Justification of Cost (Budget Narrative)</b>
<b>Total Equipment</b>					
<b>Supplies</b> <i>(items costing less than \$5000)</i>					



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<b>Contractual</b>					

<b>Budget Category and Line Item</b> (Provide as much detail as possible on which activity an expense relates to - eg. rental of training hall for Activity 1.1 of the Implementation Plan)	<b>Unit</b> (eg. employee, month, day, chair, bus ticket, event, etc)	<b># of Units</b>	<b>Rate</b>	<b>Total</b>	<b>Justification of Cost (Budget Narrative)</b>
<b>Total Contractual</b>					
<b>Other Direct Costs</b>					



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<b>Fringe Benefits</b>					
<b>Total Fringe Benefits</b>					
<b>Indirect Costs</b>					

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<b>Total Indirect Costs</b>					
<b>Total</b>					
<b>Cost Share</b>					

<b>Budget Category and Line Item</b> (Provide as much detail as possible on which activity an expense relates to - eg. rental of training hall for Activity 1.1 of the Implementation Plan)	<b>Unit</b> (eg. employee, month, day, chair, bus ticket, event, etc)	<b># of Units</b>	<b>Rate</b>	<b>Total</b>	<b>Justification of Cost (Budget Narrative)</b>
<b>Total Grantee Cost</b> <b>Share Costs</b>					
<b>Total Amount Requested</b>					

- Budget should be presented in U.S. dollars, rounded to the nearest dollar.
- Funding should not duplicate on-going activities.
- Applicants are encouraged to seek funding from other donors and to offer some type of cost sharing (volunteer time, space, equipment etc.)
- CDROLLE funds should not be used for food or entertainment expenses. However, if coffee breaks or working lunches for seminar/conference participants are an integral part of the overall project, and funding is not available from other sources, these costs may be covered but should be limited to a maximum of 15% of the total award amount. Meals may not include charges for alcoholic beverages.
- Services/Consultants – Professional services should not exceed local rates or \$500/day, whichever is lower.
- Compensation in reasonable amounts can be paid to project's key personnel for the portion of their time devoted to the work in this project. Compensation levels should be no higher than other local salaries (where appropriate), and should include all taxes.
- If requested, for equipment and/or services over \$2,500, three pro-forma estimates from the service or equipment vendor should be attached. Purchase of equipment should be well justified. Equipment should not exceed 20% of the total grant request.
- Entertainment costs (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours) are not allowable expenses.
- Anticipated travel costs (local and international) should be itemized.
- Travel costs should not be for First or Business Class airfare and must be in compliance with US Government Travel Regulations.
- The use of "miscellaneous expenses" or any similar term as a budget item is unacceptable.