

ANNEX B: DETAILED BUDGET

Organization: _____
 Request For Application No.: _____
 Currency: _____
 Start Date: _____
 End Date: _____
 Project title: _____

								Project Year	BUDGET NARRATIVE [Use this section to provide budget narrative]
								mm/dd/yy-mm/dd/yy	
1.	SALARIES		Unit Type (eg, day, month, item, training)	Monthly Base Salary	Number of months	Level of Effort	Amount ZMK		
		[List Position Title]	Staff			50%	-		
		[List Position Title, etc.]					-		
		Support Staff					-		
		Subtotal Salary					-		
2.	FRINGE BENEFITS		Unit Type (eg, day, month, item, training)	Unit Cost	Number of months	Level of Effort	Amount		
		[List Position Title]					-		
		[List Position Title, etc.]					-		
		[List Position Title, etc.]					-		
		Subtotal Salary					-		
3.1	ACTIVITY #1 [Describe the Activity]		Unit Type (eg, day, month, item, training)	Unit Cost	Units	Frequency	Amount		
Objective: [Indicate Objective]		[Activity costs]					-		
		[Activity costs]					-		
		[Activity costs]					-		
		[Activity costs]					-		
		Transportation etc					-		
		Subtotal Activity #1					-		
3.2	ACTIVITY #2 [Describe the Activity]		Unit Type (eg, day, month, item, training)	Unit Cost	Units	Frequency	Amount		
Objective: [Indicate Objective]		[Activity costs]					-		
		[Activity costs]					-		
		[Activity costs]					-		
		[Activity costs]					-		
		Transportation etc					-		
		Subtotal Activity #2					-		
3.3	ACTIVITY #3 [Describe the Activity]		Unit Type (eg, day, month, item, training)	Unit Cost	Units	Frequency	Amount		
Objective: [Indicate Objective]		[Activity costs]					-		
		[Activity costs]					-		
		[Activity costs]					-		
		[Activity costs]					-		
		Transportation etc					-		
		Subtotal Activity #3					-		
3.4	ACTIVITY #4 [Describe the Activity]		Unit Type (eg, day, month, item, training)	Unit Cost	Units	Frequency	Amount		
Objective: [Indicate Objective]		[Activity costs]					-		
		[Activity costs]					-		
		[Activity costs]					-		

		[Activity costs]					-	
		Transportation etc					-	
		Subtotal Activity #4					-	
3.5	ACTIVITY #5	[Describe the Activity]	Unit Type (eg, day, month, item, training)	Unit Cost	Units	Frequency	Amount	
Objective: [Indicate Objective]		[Activity costs]					-	
		[Activity costs]					-	
		[Activity costs]					-	
		[Activity costs]					-	
		Transportation etc					-	
		Subtotal Activity #5					-	
4.	OTHER DIRECT COSTS		Unit Type (eg, day, month, item, training)	Cost/month	Units	Number of Months	Amount	
	Office Expenses							
		Rent/Utilities					-	
		Office Supplies					-	
		Bank Fees					-	
		[Describe/list other items as needed]					-	
		[Describe/list other items as needed]					-	
		Subtotal ODCs					-	
5.	OTHER		Unit Type (eg, day, month, item, training)	Unit Cost	Unit	Months	Amount	
		[Specify]						
		Subtotal Other					-	
		TOTAL PROJECT COSTS					-	