

## **Annex 6: Budget Narrative**

Organization/Company name: Request For Application:

Currency: United States Dollars (Budget must be presented in US\$)

Project Title:

### **Guidance on the Preparation of Budget Narrative**

A. Budget notes are a written detailed description for each cost in a budget and must accompany the budget submitted to Empowering East and Central Africa. Budget notes should provide the layperson who possesses little knowledge of the subject matter of the proposed activities with sufficient detail to determine if the cost estimate is reasonable and based on actual costs. Specifically, budget notes must identify, justify, and/or explain:

- each type of unit used,
- the number of units proposed,
- the cost per unit, and
- how costs were derived (determined to be reasonable).

B. Costs need to be based on actual expenses, i.e., quotes, actual price paid, or experience.

C. Please make sure similar costs are consistent throughout the budget. If, for example, a consultant plans to fly round-trip from City A to City B and is scheduled for two trips during project implementation, then the base cost for each ticket budgeted for this consultant's trips must be the same.

### **1. Project Activity Related Costs**

### **2. Project Personnel Costs (Salaries)**

### **3. Other Project Direct costs/ Admin Costs**

