**Budget Narrative**

**NGO NAME**

**COUNTRY**

**PROJECT TITLE**

**DATES**

No lump sums will be accepted. Please provide detailed breakdowns for all budget lines.

1. **PERSONNEL**

*Please list below each staff member who will contribute to the implementation of the project, with a description of their roles and responsibilities, level of effort on the project, and monthly rate.*

*Note if these salaries include all required taxes and SGK payments or not. If not, please list under fringe benefits.*

National Staff – Program

***Ex. Program Manager – This individual is responsible for the overall management of the project. He/she oversees implementation, compliance and donor reporting. 2,500 TRY/month x 12 months = 30,000 TRY.***

**National Staff – Support**

***Ex. Finance Officer – This individual is responsible for day to day financial accounting, such as processing payments and cash reconciliation. 2,000 TRY/month x 12 months x 50% of time = 12,000 TRY.***

****B. FRINGE BENEFITS****

**National Staff Benefits Turkey**

*Fringe benefits should be charged according to your HR policy and the applicable national labor law.*

**Fringe benefits**.

National Staff Taxes and Benefits – Program Staff:

National Staff Taxes and Benefits – Support Staff:

C. TRAVEL

*Please explain the travel costs needed for the implementation of the project, including how many trips are expected, their origins and destinations, and the basis for determining the unit cost. Link this to activities in the work plan as much as possible.*

**In-Country Travel**

D. EQUIPMENT

*List equipment to be purchased under the proposed project, including their purpose, unit, and unit cost. For equipment with a unit cost of $5,000 or more, please provide detailed technical specifications.*

E. SUPPLIES

*List supplies to be purchased under the proposed project, including their purpose, unit, and unit cost. For any kits to be distributed to beneficiaries, provide the content of each type of kit and with a further breakdown of the cost.*

*Ex. IEC Materials – This budget line covers the cost of IEC materials to be used in community awareness raising sessions. 2 TRY/piece x 3 pieces/participant x 20 participants/session x 12 sessions/month x 10 months = 14,200 TRY. [OR, applicants may present this in a table, as below:]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *IEC Materials* | *Participants/ session* | *Sessions/ month* | *Months/ Program* | *Total Pieces* | *Unit Cost* | *Total Cost* |
| *Design 1* | *20* | *12* | *10* | *2,400* | *2 TRY* | *4,800 TRY* |
| *Design 2* | *20* | *12* | *10* | *2,400* | *2 TRY* | *4,800 TRY* |
| *Design 3* | *20* | *12* | *10* | *2,400* | *2 TRY* | *4,800 TRY* |
|  |  |  |  |  | *Total* | *14,400 TRY* |

1. **CONTRACTUAL**

*List any external contractual services foreseen under the proposed project, including justification for the need, unit, and unit cost.*

1. **OTHER DIRECT COSTS**

*List any other direct costs that cannot budget under the above sections, including office rent, utilities, other operational expenses, etc.*

1. INDIRECT COSTS

*Indirect costs are not allowable unless your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) with the US Government or an external audit verifying the proposed rate. Supporting documentation must be submitted with the application.*