

ATTACHMENT E: BUDGET NARRATIVE TEMPLATE

NAME OF ORGANIZATION

Salaries (USAID: \$0.00; Cost Share: \$0.00)

[Organization name] proposes four professionals on staff. The Director, [name], will provide direct technical assistance, project coordination, and management of the office. Salaries for professionals are based on their current earnings. All staff members are budgeted full-time through the life of project, except for [name], Training Specialist. Fifty percent of the Training Specialist's time will be devoted to the project while the other time will be devoted to other [organization name] initiatives.

[Organization name] is budgeting the time of one full time monitoring and evaluation professional to provide technical assistance to the project. His daily rate is US\$150 per day and he will dedicate 50% of his time to the grant activities.

Staff Fringe Benefits (USAID: \$0.00; Cost Share: \$0.00)

As required by Marshallese law, [organization name] pays 10% of social security benefits on behalf of employees and 5% health insurance. The percentage is applied based on the salary paid to the employee.

Consultants (USAID: \$0.00; Cost Share: \$0.00)

[Organization name] proposes to hire a coder and designer to develop a database for screenings and referrals. We are proposing a daily rate of \$200/day which is consistent with the rates charged by coders in the Marshall Islands and based on the rate we have paid previous coders for similar work.

Travel and Transportation (USAID: \$0.00; Cost Share: \$0.00)

[Organization name's] travel agent Travel Deals Inc. will handle air travel arrangements and ticketing. The travel costs are based on current quotes from the travel agent. Specific cost assumptions are described below.

In-country travel: We have included 7 round trip tickets from Majuro to Kwajalein. Four (4) tickets are budgeted for monitoring activities under Objectives 2 and 3. Air travel is budgeted at US\$150 per trip based on average roundtrip fares between Majuro and Kwajalein. All ticket expenses will be paid with cost share resources.

Ground Transfers: Ground transportation is estimated for transportation to and from the airport of the destination city.

Meals: We budgeted US\$1,200 in meals for the four staff members travelling at an average of US\$30 per day per person for 10 days. These costs are based on [organization name's] established travel policies.

Trainings, Seminars, Workshops (USAID: \$0.00; Cost Share: \$0.00)

Based on project and in-country experience, we have budgeted for workshops to include meals, meeting space, and associated costs for 50 participants over 10 days.

Equipment and Supplies (USAID: \$0.00; Cost Share: \$0.00)

[Organization name] proposes to buy the following equipment and supplies. We have established that the prices for the Tonopen is reasonable because we have requested quotes and this is the best value for our organization. The quoted price includes shipping and handling costs. The price for the topical medicines are based on [organization name's] historical spending on this type of medicine.

No.	Name of the Equipment/Supplies	Justification
1.	Tonopen	To measure Intraocular pressure (Not a pharmaceutical)
2.	Topical medicines	To dilate pupils for retinal evaluation in babies (Pharmaceutical)

Other Direct Costs (USAID: \$0.00; Cost Share: \$0.00)

Office rent, utilities, maintenance: Based on price information obtained, we estimate US\$700 per month for office rent, utilities, and maintenance. [Organization name] will need to find additional space for project implementation as current space is too small. We intend to acquire space in a guarded building, which will result in a cost savings to the project. Fifty percent (50%) of the office rent, utilities and maintenance will be paid with co-financing funds provided by Donor X.

Communications: Estimated costs cover postage and courier services, telephone, mobile phone, fax, Internet access, and electronic communications. Based on in-country research, we have budgeted US\$50 per month to cover these costs. All communication costs will be paid with co-finance funds provided by Donor X.

Stationary and Supplies: Based on past experience managing projects of this size, we have budgeted US\$40 per month for office supplies such as paper, pens, and other expendable materials. All expendable supplies costs will be paid with co-finance funds from Donor X.

Reproduction costs: Based on our experience on similar projects, we estimate US\$40 per month for paper, copy charges, and other costs associated with the reproduction of reports, training materials, and day-to-day copies for accounting back-up and communications purposes. All reproduction costs will be paid with co-finance funds provided by Donor X.

Indirect Costs (USAID: \$0.00; Cost Share: \$0.00)

[Organization name] is charging a 10% general and administrative (G&A) which is applied to all direct costs except consultants and is consistent with the Negotiated Indirect Rate Agreement (NICRA) negotiated with the US Department of Agriculture. The NICRA has been attached to the budget.

EXAMPLE