### PARTNER NAME

### DETAILED BUDGET NARRATIVE

### Project Title

**A. INTRODUCTION**

INSERT PARTNER DESCRIPTION HERE

**Budget Structure:** The budget herein presents realistic, reasonable and justifiable costs of goods and services required for the efficient operation and management of the proposed program. The budget categories conform to DONOR budgeting structures and are explained in further detail in ensuing sections. All costs are based on a combination of PARTNER’S NAME experience on similar programs and by completing a cost/programmatic assessment in month & year.

**B. MAJOR ASSUMPTIONS**

**Budget Scope:** This budget presents costs for a number month program with an anticipated start date of date.

**Staffing:** The staffing structure to implement this proposal is based on the program description outlined in the technical proposal with adequate backstopping and coordination with Global Communities.

**Salaries:** Local staff salaries are determined based on local labor guidelines and market conditions.

**Per Diem Rates**: Local per diem is based on a rate modified by PARTNER’S NAME that more accurately reflects actual costs for lodging, meals, and incidental expenses in Country.

**C. DETAILED BUDGET NOTES**

**I. Personnel**

**A. Expatriate Staff**

1. *Expatriate Staff #1:* Insert Description and Level of Effort (LOE).
2. *Expatriate Staff #2:* Insert Description and Level of Effort (LOE).

**B. Host Country Staff**

1. *Staff #1:* Insert Description and Level of Effort (LOE).
2. *Staff #2:* Insert Description and Level of Effort (LOE).
3. *Staff #3:* Insert Description and Level of Effort (LOE).
4. *Staff #4:* Insert Description and Level of Effort (LOE).
5. *Staff #5:* Insert Description and Level of Effort (LOE).
6. *Staff #6:* Insert Description and Level of Effort (LOE).
7. *Staff #7:* Insert Description and Level of Effort (LOE).
8. *Staff #8:* Insert Description and Level of Effort (LOE).
9. *Staff #9:* Insert Description and Level of Effort (LOE).
10. *Staff #10:* Insert Description and Level of Effort (LOE).

**C. Headquarters Technical / Management Support**

1. *Headquarters Support / Technical Staff #1:* Insert Description and Level of Effort (LOE).
2. *Headquarters Support / Technical Staff #2:* Insert Description and Level of Effort (LOE).
3. *Headquarters Support / Technical Staff #3:* Insert Description and Level of Effort (LOE).
4. *Headquarters Support / Technical Staff #4:* Insert Description and Level of Effort (LOE).

**II. Fringe Benefits & Allowances**

**A. Fringe Benefits**

1. *Fringe Benefits (US Based Salaries):* Insert Description.
2. *Fringe Benefits (Host Country Staff):* Insert Description.

**B. Allowances**

1. *Allowance #1:* Insert Description.
2. *Allowance #2:* Insert Description.
3. *Allowance #3:* Insert Description.
4. *Allowance #4:* Insert Description.
5. *Allowance #5:* Insert Description.
6. *Allowance #6:* Insert Description.
7. *Allowance #7:* Insert Description.
8. *Allowance #8:* Insert Description.
9. *Allowance #9:* Insert Description.
10. *Allowance #10:* Insert Description.

**III. Consultants**

1. *International Sector Specialist STTA #1:* Insert Description and Level of Effort (LOE).
2. *International Sector Specialist STTA #2:* Insert Description and Level of Effort (LOE).
3. *Local Sector Specialist STTA #1:*  Insert Description and Level of Effort (LOE).
4. *Local Sector Specialist STTA #2:*  Insert Description and Level of Effort (LOE).

**IV. Travel, Transportation & Per Diem**

International and in-country travel details are identified further in Annex A of the budget spreadsheets entitled Travel Detail.

1. **International Travel - Expatriate Staff**
2. *Mobilization / Demobilization - To / From CITY, COUNTRY / CITY, COUNTRY:* Insert Description.
3. *Visa / Work Permit:* Insert Description.
4. *Home Leave:* Insert Description*.*
5. *To / From Airport Ground Transportation:* Insert Description*.*
6. **International Travel – HQ Support**
7. *International Airfare – Technical / Management Support – To / From CITY, COUNTRY / CITY, COUNTRY:* Insert Description.
8. *To / From Airport Ground Transportation:* Insert Description.
9. *Visa:* Insert Description.
10. *International Trip Per Diem (CITY, COUNTRY):* Insert Description.
11. **International Travel – Consultants**
12. *International Airfare – Technical / Management Support – To / From CITY, COUNTRY / CITY, COUNTRY:* Insert Description.
13. *To / From Airport Ground Transportation:* Insert Description.
14. *Visa:* Insert Description.
15. *International Trip Per Diem (CITY, COUNTRY):* Insert Description.

**D. In-Country Travel**

1. *In-Country Travel:* Insert Description.
2. *In-Country Per Diem:* Insert Description.

**V. Equipment & Supplies**

**A. Equipment >$5,000**

1. *Equipment #1:* Insert Description.
2. *Equipment #2:* Insert Description.

**B Supplies<$5000**

1. *Supplies #1:* Insert Description.
2. *Supplies #2:* Insert Description.
3. *Supplies #3:* Insert Description.
4. *Supplies #4:* Insert Description.
5. *Supplies #5:* Insert Description.
6. *Supplies #6:* Insert Description.
7. *Supplies #7:* Insert Description.
8. *Supplies #8:* Insert Description.
9. *Supplies #9:* Insert Description.
10. *Supplies #10:* Insert Description.

**VI. Contracts and Subawards**

**A. Program Contracts**

1. *Contract #1*: Insert Description.
2. *Contract #2*: Insert Description.

**B. Subawards**

1. *Subaward #1*: Insert Description.
2. *Subaward #2*: Insert Description.

**VII. Other Program Activities**

1. *Other Program Activities #1*: Insert Description.
2. *Other Program Activities #2*: Insert Description.
3. *Other Program Activities #3*: Insert Description.

**VIII. Other Operating Costs**

1. *Other Operating Costs #1:* Insert Description.
2. *Other Operating Costs #2:* Insert Description.
3. *Other Operating Costs #3:* Insert Description.
4. *Other Operating Costs #4:* Insert Description.
5. *Other Operating Costs #5:* Insert Description.
6. *Other Operating Costs #6:* Insert Description.
7. *Other Operating Costs #7:* Insert Description.
8. *Other Operating Costs #8:* Insert Description.
9. *Other Operating Costs #9:* Insert Description.
10. *Other Operating Costs #10:* Insert Description.

**IX. Total Direct Charges**

This line item represents the total of all direct charges under the proposed program.

1. *Total Direct Charges Subject to Overhead* *Application*: Insert Description.

**X. Total Indirect Charges per NICRA**

Insert Description.

**XI. Program Total**

This line item represents a program total of amount which includes all direct and indirect DONOR costs, and cost share.