

Annex I	
Financial Proposal	
Organization Name:	<i>(The name of your organization)</i>
Project Title:	<i>(The name of the project you are going to implement)</i>
Region:	<i>(area of implementation of the project)</i>
Project Period:	<i>(How much do you need to implement this project)</i>
Start Date:	<i>(Starting date of the project)</i>
End Date:	<i>(Ending date of te project)</i>
Implementation Partner Name:	
Currency:	<i>(USD or Euro)</i>

Description of Cost	Unit Quantity	Unit Cost (\$US)	Duration (months)	Unit	Total Cost (\$US)	Budget Narrative
Staff and Other Personnel Costs						
Running/programs						
Project Manager	1	\$300.00	2	person	\$ 600	Project Manager for 6 months for Project "X"
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
Activity 2.2					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
Total					\$ 600	
Activities Costs						
Establishing a kitchen - Equipments & Appliances						
Refrigerator	1	\$650.00			\$ 650	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
Total					\$ 650	
Hot Meals Preparation						
Rice	12	\$2.50		kg	\$ 30.00	
				kg	\$ -	
					\$ -	
Total					\$ 30	
					\$ -	
					\$ -	
					\$ -	
Total					\$ 30	
The Cost Estimate					\$ 1,310	

In this section, you should list all the staff/personnel you need to implement your project. they should be divided into :
 1) Program staff (project manager, project officer)
 2) support staff (HR officer, logistic manager, finance assistant)

the entries in this section are only for references. Meaning that, when filling the budget, you should delete them and write down your own personnel/staff expenses. description for each staff is needed in the budget narrative. You should mention this staff is working for which project, under which title and for how long ?

This section is for the expenses for each activity you are conducting under this project

this is an example of an activity , and the entries are the machinery needed to implement this activity . in your case, if you are going to install a solar pumping station, this would be the title of the activity and you will start listing the equipments needed: solar panels, pumping machine.....

this cell will automatically sum the total of each section, you just need to make sure that the total of each section is correct to have the overall needed budget

P.S: All of those written in red are only examples for you to follow.