

SAMPLE BUDGET: Line Item Examples

NOTE: This is only a sample. Not all budgets will contain all the examples listed below. Please only use items that pertain to your proposed project.

I. SALARIES

	<u>Annual Salary</u>	<u>Percent</u>	<u>Months</u>	<u>Total</u>	
Executive Director	\$5,000	50%	12	\$2,500	
Project Director	\$4,000	100%	12	\$4,000	
Accountant	\$2,000	50%	10	\$833	
Senior Editor	\$750	20%	9	\$113	
Editor	\$500	45%	8	\$150	
					\$7,596

II. BENEFITS, TAXES & ALLOWANCES

Example A:

Tax on Salaries		45%			\$3,418
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Example B:

Tax on Salaries					\$1,000
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Example C:

Health & social insurance					\$1,000
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Example D:

13th month payment				\$1,021	\$6,439
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III. SPACE & UTILITIES, 12 months

Office rent @ \$100/month				\$1,200	
Training center rent @ \$100/month				\$1,200	
Utilities				\$500	\$2,900

IV. SUPPLIES & EQUIPMENT

Office Supplies				\$50	
Computer & Accessories, 2 @ \$500				\$1,000	
Printers, 2 @ \$50				\$100	
Copier, 1 @ \$200				\$200	\$1,350

V. COMMUNICATIONS & POSTAGE

Telephone, fax, e-mail, postage, and internet					\$100
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VI. TRAVEL & PER DIEM

Example A:

<i>International Travel:</i>					
3 Round-Trip Airfare: Rio de Janeiro - Buenos Aires @ \$400 each					\$1,200
Per Diem @ \$110/day for 3 days for 2 people					\$660
<i>Domestic Travel in Argentina:</i>					
2 Round-Trip Train: Buenos Aires - Regions @ \$100 each					\$200
4 Round-Trip: Buenos Aires - La Plata @ \$50 each					\$200
Local Buenos Aires Travel: \$150 each for 3 people					\$450

Example B:

<i>Domestic Travel in China:</i>					
3 Round-Trip Train: Beijing-Shanghai @ \$20 each					\$60
Per Diem @ \$10/day for 2 days for 3 people					\$60

Example C:

Domestic Travel in Moldova					\$500
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Example D:

Local Travel (Abuja): 2 trips/month for 6 months @ \$10/trip for 2 people \$240

Example E:

Local Travel in Amman \$500

Example F:

Kenya Conference

International Travel:

1 Round-Trip Airfare: Europe - Nairobi, Kenya @ \$1,500 each \$1,500

2 Round-Trip Airfare: Asia - Nairobi, Kenya @ \$2,500 each \$5,000

1 Round-Trip Airfare: South America - Nairobi, Kenya @ \$1,500 each \$1,500

\$12,070

VII. CONTRACTUAL/CONSULTANT SERVICES

Videotaping, Symposium \$70

Workshops Training consultants, 3 @ \$100 \$300

Symposium Speakers, 2 @ \$60 \$120

Workshop Organizer \$150

\$640

VIII. OTHER DIRECT COSTS

Example A:

Conference meals and refreshments

Lunch: 60 people @ \$15 each \$900

Coffee Breaks, 2 @ \$6 each for 60 people \$720

Dinner, 2 @ \$10 each for 20 people \$400

Example B:

Publication, printing, editing & distribution

Printing , 30-page guide, 100 copies \$350

Printing , 30-page bulletin, 200 copies \$680

Brochure, posters, and leaflets \$200

Bank fees \$200

\$3,450

Total Program Costs

\$34,545