



UN Trust Fund to End Violence against Women

2023 Call for Proposals

Budget Summary & Budget Guidelines

Please review the Budget Guidelines carefully before completing the Budget.

All amounts must be entered in US dollars (US\$). Enter amount without any periods, commas, symbols or spaces.

General Category of Expenditures	Requested from the UN Trust Fund				Total	%
	Year 1	Year 2	Year 3	Year 4		
I. Direct Project Activities						
a. Trainings / Seminars / Workshops /Conferences					\$0	
b. Audio Visual & Printing Production					\$0	
c. Travel					\$0	
d. Contractual Services / Consultants					\$0	
e. Materials and Goods					\$0	
f. Other [To cover items that do not belong under any other category]					\$0	
II. Management Activities						
a. Personnel [Maximum 30% of grant requested]					\$0	
b. Equipment					\$0	
c. Monitoring and Learning [All related costs including travel, consultants, etc.]					\$0	
d. Final Evaluation [Recommended minimum \$20,000 – include in Year 4]					\$0	
e. Capacity Development Activity 1 [Mandatory US\$ 10,000 - include in Year 1]					\$0	
f. Capacity Development Activity 2 [Mandatory US\$ 5,000]					\$0	
g. Self/collective care [Maximum US\$ 7,500]					\$0	
h. Audit [Mandatory 3.5% of grant requested - include in Year 1]					\$0	
i. Contingency Costs [Mandatory 3% of direct project activity costs - include in Year 4]					\$0	
j. General operating and other direct costs [Maximum 3% of direct project activity costs]					\$0	
k. Indirect Costs [Maximum 8% of direct project activity costs]					\$0	
l. Core Funds for Small Women’s Organizations					\$0	

[ONLY for small organizations requesting US\$250,000 or less: Maximum 10% of direct project activity costs]						
Grand Total						
Year wise %						

Budget Narrative (no word limit): Please provide a narrative explanation of your submitted budget. Please provide an estimation for the main budget categories and explain what is budgeted for. The budget should be realistic and proportionate to the scope, scale and timeline of the initiative. The cost effectiveness of the project is of paramount importance, therefore, kindly ensure the budget narrative includes details that will allow the UN Trust Fund to assess proposed costs and how you arrived at the estimate.

Project Concept Budget Requirements

Please ensure the following guidelines are adhered to in developing your budget:

- Your budget must be based on the proposed project and take into consideration your organization's operational and absorptive capacity.
 - In general, **an organization should not request a grant amount more than 3 times its annual organization budget** (using last 3-years average organizational budget). For example, if your annual budget is of US \$100,000 in average over the last 3 years, you should not request more than US \$300,000 for the 4-year grant. We will assess absorptive capacity against financial reports as well as annual organization budget information submitted as part of the application.
- Your budget must be between a minimum of US\$ 150,000 to a maximum of US\$ 1,000,000 total for the four years.
 - Large civil society organizations (with an average organizational budget of US\$200,001 or more) must submit a request between a minimum of US\$ 250,001 to a maximum of US\$ 1,000,000 total for the four years.
 - Small civil society organizations (with an average organizational budget of US\$200,000 or less) can submit a request for **either a large or a small grant**. A small grant request of US\$ 250,000 or less will enable the applicant to avail the additional core fund budget line.
- Large grants (requesting US\$250,001 or more) may not budget more than 40 per cent of the grant in the first year of the project.
- Applicants are expected to make the best estimate for project costs, including taking into account foreign exchange rate fluctuations when converting budget lines into USD.

I. Direct Project Activities

a. Trainings/Seminars/ Workshops/Conferences

- This budget line is to cover for training, workshops and conferences, including rental of venue, travel of participants, training costs, etc.

b. Audio Visual and Printing Production

- This budget line is for the cost of producing audio-visual materials and print production costs related to Project Activities. Examples include brochures, posters, PSAs (Public Service Announcements), documentaries, etc.

c. Travel

- This budget line is for travel-related costs like Daily Subsistence Allowance (DSA)/Per diems, transportation and accommodation.
- The UN Trust Fund will accept international travel costs if these activities serve a strategic purpose.

d. **Contractual Services**

- This budget line is for costs such as local consultants or other short-term national recruits for technical and/or clerical roles for either a specific project or general management activity.
- You should specify what services related to project implementation this budget line will entail and justify the need for it in the Budget Narrative.

e. **Materials and Goods**

- This budget line is for the cost of expendable materials and goods directly related to a specific activity.

f. **Other**

- This budget line is for items that cannot be categorized under any other budget category related to project activities and should be used sparingly.

II. **Management Activities**

a. **Personnel costs (including those of implementing partners)**

- This relates to personnel costs for managing the project and must not exceed **30 per cent (30%)** of the grant requested.
- The salary for the project manager/coordinator and other staff members that are directly engaged in some aspect of project management should be included under personnel costs.

b. **Equipment**

- This budget line is for any equipment that is considered crucial for the implementation of the project.
- You must specify any equipment needed and justify the need for it in the Budget Narrative. The amount you specify will be reviewed in relation to the overall project cost.

c. **Monitoring and Learning activities**

- Each project must have an appropriate and proportionate budget for monitoring, and learning activities (i.e.: data collection, monitoring, knowledge management). You should – at minimum - budget for (a) baseline data collection*; (b) ongoing data collection and monitoring during project implementation; (c) and end line data collection. *The UN Trust Fund does not require grantees to commission or produce a baseline study, however it is mandatory that qualitative and/or quantitative data is collected at the start and throughout the project to ensure progress can be tracked and reported in 6-monthly progress, annual and final reports.
- There is no specific limit/ceiling on the total budget for monitoring, and learning activities, as you must devise an appropriate amount based on factors such as the size and scope of the project, average costs of MEAL experts in your country/region and whether or not you will be able to conduct field work given the context. You must explain your monitoring, evaluation and learning budget calculations in the budget narrative section. Remote data collection may be a necessity, which can cost less, depending on the technology used. The UN Trust Fund values the knowledge that comes from organizations' daily experience and expertise when implementing VAWG projects, especially in a crisis context, which is likely to go undocumented or overlooked, and hence we encourage investment in documenting practice-based knowledge and capturing learning through innovative methodologies.

d. **Final evaluation**

- **For all projects, a Final External Evaluation is mandatory.** Experience shows that irrespective of grant size, the minimum reasonable cost for a (non-experimental) External Evaluation is **US\$ 20,000**, increasing or depending on complexity and scale. This amount should be indicated in the final year of implementation. This is only the recommended minimum and applicants should budget higher or lower based on the scale and complexity of their project and local rates for evaluation companies and consultants.

e. **Capacity Development Activity 1**

- You are required to allocate **US\$ 10,000** of the grant requested for capacity development and knowledge exchange activities to be convened by the UN Trust Fund for the benefit of all grantees. This amount should be indicated in the first year of implementation.
- f. Capacity Development Activity 2**
- You are required to allocate **US\$ 5,000** of the grant requested for capacity development and knowledge exchange activities to be planned and undertaken by your organization. This amount may be included in one specific year or be spread across the grant duration.
- g. Self and collective care costs**
- Self and collective care costs can be used for a variety of expenses for the organization to respond to issues of staff burn-out and vicarious trauma as well as to promote overall staff well-being. Organizations have the flexibility to choose how to expend resources under this budget line so long as they demonstrate that the funds were utilized to promote self-care, improve collective well-being, including rest and recuperation and psychosocial support, and ultimately benefit the organization as a whole.
 - These costs cannot exceed **US\$ 7,500** and may be included in one specific year or be spread across the grant duration.
 - If awarded a grant, organizations will be requested to report on all the expenditures incurred under this budget line. In addition, organizations will be requested to reflect and report on whether and how this allocation improved staff physical, emotional, or mental well-being, and/or contributed to their organizational resilience.
- h. Audit**
- Each project may be subject to an audit during its lifetime by a UN Women designated auditor. A provision at **3.5 per cent (3.5%) of the grant** requested must be included in the first year of implementation to cover this cost.
- i. Contingency Costs**
- You must include a reserve for contingencies of **three per cent (3%)** of the direct project activity costs to allow for adjustments necessary in the light of unforeseen events, such as currency movements, inflation, special programming and emergency issues on the ground during times of sudden unforeseen crisis.
 - This amount should be budgeted in the last year of implementation.
- j. General operating and other direct costs**
- This budget line includes all general operating costs for running an office that are directly linked to the project implementation, such as utilities, office rent, bank charges, office stationery, communication and other costs which cannot be mapped to other expense categories.
 - This amount cannot exceed **three per cent (3%)** of direct project activity costs.
- k. Indirect costs**
- This budget line relates to administrative support of the project including financial management and information resources management. Other indirect expenses comprise additional rental of office space, office maintenance and utilities, telecommunications and office supplies.
 - The maximum indirect project costs cannot exceed eight per cent (8%) of the direct project activity cost requested per year and must be related to the approved project, with no exceptions.
- l. Core funding costs for Small Grants (US\$ 250,000 or less) ONLY**
- This budget line is exclusively for small organizations requesting US\$ 250,000 or less and who have an annual operational budget that is lower than US\$ 200,000 (on average) over the last three years.
 - Core funding can be used for costs not specifically attributable to the project activities, for example, costs associated with personnel, governance and board meetings, innovation and project development, fundraising-related costs, partnership and stakeholder management costs, internal and external coordination costs, quality assurance costs, organizational policies, procedures and systems costs, and other similar expenses.

- The maximum core costs cannot exceed **ten per cent (10%)** of the direct project activity cost requested per year.
- If awarded a grant, the organizations receiving the “core funding” will be requested to report on all the expenditures incurred under this budget line. In addition, the organizations will be requested to reflect and report on whether and how the core funding contributed to the realization of the organization’s mission and vision, in particular how the funds were used to support social change processes the organization is committed to.

The UN Trust Fund will NOT fund the following:

- Costs of infrastructure such as purchase of land, property, acquisition of office space, construction, repair of existing buildings or offices, including for example, the building of service facilities, shelters or short-stay homes unless this is specifically justified by inclusivity needs.
- Purchase of any type of large vehicles (i.e. cars, boats, etc.).
- Furnishing of service facilities, shelters or short-stay homes, unless those are specifically for a facility established or utilized for the purpose of the project.
- Monetary incentives for participation in trainings, workshops, etc. or honorariums to outlets/journalists for publishing articles.
- Costs that can be financed by other funding sources in the country or by the government (i.e. providing antiretroviral treatment).
- Sub-granting (awarding grants using funds provided under the agreement with the UN Trust Fund).
- Loans (funds extended for the purpose of investment/ return of capital) and debt servicing.
- Duties, taxes and charges, including VAT, that are recoverable/deductible by the organization.
- Non statutory bonuses, provisions, reserves or non-remuneration related costs.