



# UN Trust Fund to End Violence against Women

## 2021 Call for Proposals

### Budget Summary

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		
<b>I. Direct Project Activities</b>					
a. Training / Seminar / Workshops				\$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	
<b>II. Management Activities</b>					
a. Personnel [Maximum 20% of grant requested]				\$0	
b. Equipment				\$0	
c. Monitoring, Evaluation and Learning [All related costs including travel, consultants, etc.]				\$0	
d. Final Evaluation [Mandatory US\$10,000 for those requesting up to US\$150,000 in Year 1; optional and minimum US\$20,000 for those requesting US\$150,001 or more in Year 3]				\$0	
e. Capacity Development [Mandatory US\$ 15,000 in Year 1]				\$0	
f. Self-care [Maximum US\$ 5000]				\$0	
g. Audit [Mandatory 3.5% of grant requested in Year 1]				\$0	
h. Contingency Costs [Mandatory 3% of direct project activity costs in Year 3]				\$0	
i. General operating and other direct costs [Maximum 3% of direct project activity costs]				\$0	
j. Indirect Costs [Maximum 8% of direct project activity costs]				\$0	
k. Core Funds for Small Women's Organizations [ONLY for those requesting US\$150,000 or less: Maximum 7% of direct project activity costs]				\$0	
<b>Grand Total</b>					
<b>Year wise %</b>					

**Budget Narrative (maximum 1000 words):**

## 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.
  - Large civil society organizations (with an annual organizational budget of US\$200,001 or more) must submit a request between a minimum of US\$ 150,001 to a maximum of US\$ 1 million total for the three years.
  - Small civil society organizations (with an annual organizational budget of less than US\$200,000) can submit a request for either a large or a small grant. A small grant request of US\$ 150,000 or less will enable the applicant to avail the additional core fund budget line.
- Large grants (requesting US\$150,001 or more) may not budget more than 40 per cent of the grant in the first year of the project.
- Whether you can safely conduct or commission in-person/field-based monitoring and evaluation activities will be subject to the COVID-19 context in your country, and whether lockdowns and other restrictions in movement are in place. Therefore, in this time of crisis and in line with our commitment to 'do no harm', the UN Trust Fund would like to reiterate the following: (i) please prioritize your safety and that of your families, personnel and beneficiaries; (ii) it is of utmost importance that you follow your government's rules and guidelines regarding COVID-19 prevention and response; and (iii) you can find complementary information in the [WHO guidelines](#).
- Applicants are expected to make the best estimate for project cost, including taking into account foreign exchange rate fluctuations when converting budget lines into USD.

### I. Direct Project Activities

#### a. Training/Seminar/Meetings/Workshops

- This budget line is for the cost of training or workshops for the achievement of specific outputs.

#### 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 DSA, transportation and accommodation.
- The UN Trust Fund will generally not support international travel costs, including those related to international consultants. Any international travel must serve a strategic purpose and be approved by the UN Trust Fund.

#### 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 20 per cent (20%) 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, evaluation and learning**

- Each project must have an appropriate and proportionate budget for monitoring, evaluation and learning activities (i.e.: data collection, monitoring, knowledge management and evaluation). 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, evaluation 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 COVID-19 situation. 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 during the pandemic, 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 projects requesting US\$ 150,000 or less:** For Final External Evaluation you must allocate US\$ 10,000 for an external evaluation that may be undertaken by the UN Trust Fund. This amount should be indicated in the first year of implementation in addition to any data collection and monitoring costs for your organization. This budget will be used by the UN Trust Fund for evaluation or learning activities that benefit organizations receiving small grants.
- **For projects requesting between US\$ 150,001 and US\$ 1,000,000: Final External Evaluation is OPTIONAL but highly recommended.** Experience shows that irrespective of grant size, the minimum reasonable cost for a (non-experimental) External Evaluation is **US\$ 20,000**, increasing depending on complexity and scale. This amount should be indicated in the final year of implementation. If you choose NOT to commission a final external evaluation, you must provide a justification (*in the budget narrative*). Justification could include, for example, that the intervention funded by the UN Trust Fund is already part of a funded research or evaluation plan.

**e. Capacity Development**

- You are required to allocate US\$ 15,000 of the grant requested for capacity development and knowledge exchange activities. This amount should also be indicated in the first year of implementation.

**f. Self-care costs**

- Self-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, and ultimately benefit the organization as a whole.
- These costs cannot exceed US\$ 5,000 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.

**g. 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.

**h. 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 requirements resulting from COVID-19, 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 third year of implementation.

**i. 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.

**j. 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.

**k. Core funding costs for Small Grants (US\$ 150,000 or less) ONLY**

- This budget line is exclusively for small organizations requesting US\$ 150,000 or less.
- Core funding can be used for costs not specifically attributable to the project activities, for example, costs associated with governance and board meetings, innovation and project development, fundraising-related costs, partnership and stakeholder management costs, quality assurance costs, organizational policies, procedures and systems costs, and other similar expenses.
- The maximum core costs cannot exceed seven per cent (7%) 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 (grants awarded 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.