



Detailed Budget – Appendix C-1

Project title: _____

Project duration: _____ **Project No.** _____
 yyyy/mm/dd to yyyy/mm/dd (to be completed by the Program)

See instructions on reverse.

Budget category	*	Cost (in kind)	Cost (Cash)	Total Cost	Amount Requested
Detailed costs (cash and in kind) related to each activity of the project in accordance with the action plan (see appendix B-1) (e.g. number of hours, hourly rates, unit price, etc.)					
Equipment, supplies, printing					
Item 1:					
Item 2:					
Item 3:					
Subtotal					
Marketing and promotion					
Item 1:					
Item 2:					
Item 3:					
Subtotal					
Professional fees (consultants or experts)					
Item 1:					
Item 2:					
Item 3:					
Subtotal					
Salaries and benefits associated with the project					
Item 1:					
Item 2:					
Item 3:					
Subtotal					
Training directly related to the project					
Item 1:					
Item 2:					
Item 3:					
Subtotal					
Economy class travel, accommodation and meals					
Item 1:					
Item 2:					
Item 3:					
Subtotal					
Other costs					
Item 1:					
Item 2:					
Item 3:					
Subtotal					
Total cost of the project					
Total eligible costs					
Amount requested from CMF					

(aussi disponible en français)

* When an expense is ineligible, please indicate with an asterisk



SID - Detailed Budget Instructions

This budget template has been developed in Excel software.

Don't forget to copy appropriate formulas if you need to insert additional rows.

To complete the detailed budget:

- From your action plan (see Appendix B, number 5):
 - Identify all costs related to the project by budget category;
 - Under each category, specify the items in accordance with the activities described in your project proposal (see Appendix B); and
 - For a multiple activity project, compile the total expenses of all activities detailed in the action plan template (see Appendix B-1).
 - Include all eligible and ineligible expenses for the project.

NOTE: The amount requested from the CMF should exclude ineligible costs as well as in kind costs as they cannot be funded by the Program.