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

<table>
<thead>
<tr>
<th>Role</th>
<th>Annual Salary</th>
<th>Percent</th>
<th>Months</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>$5,000</td>
<td>50%</td>
<td>12</td>
<td>$2,500</td>
</tr>
<tr>
<td>Project Director</td>
<td>$4,000</td>
<td>100%</td>
<td>12</td>
<td>$4,000</td>
</tr>
<tr>
<td>Accountant</td>
<td>$2,000</td>
<td>50%</td>
<td>10</td>
<td>$833</td>
</tr>
<tr>
<td>Senior Editor</td>
<td>$750</td>
<td>20%</td>
<td>9</td>
<td>$113</td>
</tr>
<tr>
<td>Editor</td>
<td>$500</td>
<td>45%</td>
<td>8</td>
<td>$150</td>
</tr>
</tbody>
</table>

Total: $7,596

II. BENEFITS, TAXES & ALLOWANCES

Example A:
Tax on Salaries 45% $3,418

Example B:
Tax on Salaries $1,000

Example C:
Health & social insurance $1,000

Example D:
13th month payment $1,021

Total: $6,439

III. SPACE & UTILITIES, 12 months

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office rent @ $100/month</td>
<td>$1,200</td>
</tr>
<tr>
<td>Training center rent @ $100/month</td>
<td>$1,200</td>
</tr>
<tr>
<td>Utilities</td>
<td>$500</td>
</tr>
</tbody>
</table>

Total: $2,900

IV. SUPPLIES & EQUIPMENT

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies</td>
<td>$50</td>
</tr>
<tr>
<td>Computer &amp; Accessories, 2 @ $500</td>
<td>$1,000</td>
</tr>
<tr>
<td>Printers, 2 @ $50</td>
<td>$100</td>
</tr>
<tr>
<td>Copier, 1 @ $200</td>
<td>$200</td>
</tr>
</tbody>
</table>

Total: $1,350

V. COMMUNICATIONS & POSTAGE

Telephone, fax, e-mail, postage, and internet $100

VI. TRAVEL & PER DIEM

Example A:
International Travel:
3 Round-Trip Airfare: Rio de Janeiro - Buenos Aires @ $400 each $1,200
Per Diem @ $110/day for 3 days for 2 people $660

Domestic Travel in Argentina:
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:
Domestic Travel in China:
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
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