

New Funding Model Budget Template

User Instructions

These instructions are intended for the end users of the Detailed Budget Template. Please note that these instructions are meant to be used with the template release version 1, which has some limited functionality and will be updated shortly. The end users are advised to use care in using this template and are encouraged to review and check the calculations before submission.

Setup Tab

1. English is pre-selected language. Other language options will be available shortly.
2. Select component using drop-down menu
3. Select your country also using drop-down menu
4. Currency

- 1) Select Grant Currency from drop-down menu. Only USD or EUR is available.
- 2) Local currency is pre-selected according to each country
- 3) Other currency is automatically set. If grant currency is USD, other currency is EUR.
If grant currency is EUR, other currency is USD.

5. Enter exchange rate(s).

Example,

- 1) Grant currency: USD.

If Local currency is USD, enter 1 in cell C11. And enter EUR FX rate in C12.

If Local currency is country local currency, enter local currency FX rate in cell C11.

If EUR payment is needed, also enter EUR FX rate in C12.

- 2) Grant currency: EUR

If Local currency is EUR, enter 1 in cell C11. And enter USD FX rate in C12.

If Local currency is country local currency, enter local currency FX rate in cell C11.

And enter USD FX rate in C12.

6. Select the name of recipient by using drop-down menu. Recipient ID shows automatically.

If PR name is not in the drop-down menu, new name can also be typed. More than one recipient can be entered as well.

Detailed Budget & Assumptions Tab

1. The basic structure of the modular template is the following:

Goals -> Objectives -> Module -> Intervention -> Cost Input

2. Information in the detailed budget should be consistent with the information in the Modular Template and PSM template.

3. Modules and Interventions are embedded in the template.

4. Go to 'Detailed budget Tab'. Select the module in the drop-down menu in column B

5. Select the intervention in the drop-down menu in column D

6. Enter brief description of an activity in column G

7. Select related cost input from the drop-down menu in column H.

A full list of 'Cost Inputs' is available in the 'Cost Input Tab' for your reference.

Cost input will bring pre-selected 'Unit of Measure' in column L. This is a standard measure of quantity and unit for certain cost inputs, it is required that a cost input-specific unit of measure is followed in all GF grants.

There are instances where you will see 'N/A' in the unit of measure, and this means that the latter is not pre-defined. In such cases, add 'unit of measure' in the justification/comment box in column BS.

8. Select recipient in column K

9. Select payment currency in column N. It might differ from grant currency in Setup Tab. It is a requirement for all GF grants that budgeting be done in payment currency, i.e. the currency in which goods/services will be invoiced by suppliers.

Example, grant currency is in EUR. Procurement of condom is paid to provider in USD, therefore the payment currency will be USD and so the assumptions and the unit cost that should be entered in the Detailed Budget worksheet. Note that there is an automatic translation of the unit cost from payment into grant currency (at the FX rate specified

earlier) and all cash outflows are reflected in the Detailed Budget worksheet in the grant currency only.

10. Go to Assumptions Tab.

There are three types of Assumption Tabs: 1) for Travel Related Cost grouping of cost-inputs, 2) for Human Resources grouping of cost inputs and 3) for all others (note that all PSM-related assumptions should be done in a separate PSM template). Use the related assumption tab for the detailed unit cost.

1) Travel Related Costs (TRC): This is for all the cost related to Trainings, TAs, and Meetings and their related per diems, transportation and other.

- Select the budget line number in column A which is relevant to the assumptions you are disclosing – this is linked to detailed budget tab and so activity description (column B) and payment currency (column E) will appear automatically
- Enter the items in column C and unit of measure in column D.

	A	B	C	D
1	Budget Line No.	Activity Description	Item Description	Unit of Measure
2	2	Training for BCC program	Perdiem of participants	Per person per day
3	2	Training for BCC program	coffee break	Per person per day
4	2	Training for BCC program	Lunch	Per person per day
5				

- Enter the unit cost for each item in payment currency (column F), Number of persons (column G), number of days (column H) and, if needed, specify additional quantity (column I). The latter field is provided for convenience in case the quantity required is measured in neither the “number of people” nor the “number of days” (e.g. coffee-breaks in trainings: PEN 5.00 per one x 30 persons x 3 days x 2 coffee-breaks – see below).

Example, 3 days training with 30 participants. Payment in Local currency

	A	B	C	D	E	F	G	H	I	J	K
1	Budget Line No.	Activity Description	Item Description	Unit of Measure	Payment Currency	Y1 Unit Cost (Payment Currency)	Y1 Number of persons	Y1 Duration (days)	Y1 Quantity	Y1 Total Cost	Y1 Average Cost by Budget Line
2	2	Training for BCC program	Perdiem of participants	Per person per day	PEN	20.00	30.00	3.00	1.00	1,800.00	56.11
3	2	Training for BCC program	coffee break	Per person per day	PEN	5.00	30.00	3.00	1.00	450.00	56.11
4	2	Training for BCC program	Lunch	Per person per day	PEN	15.00	30.00	3.00	2.00	2,700.00	56.11
5	2	Training for BCC program	Stationary	Per event	PEN	100.00	1.00	1.00	1.00	100.00	56.11
6											
7											

- Once detailed costs are entered, column K will show the unit cost as defined for cost inputs in TRC grouping per budget line: per cost person per day.
Above example, PEN 56.11 is the unit cost for Budget Line 2 and this unit cost should be used in the ‘detailed budget tab’.

2) Human Resources (HR): Salaries and other HR related costs

- Select the budget line number in column A which is relevant to the assumptions you are disclosing – this is linked to detailed budget tab and so activity description (column D) and payment currency (column G) will appear automatically
- Enter the items in column E and unit of measure in column F. Unit of Measure should be such that the resulting unit cost is consistent with unit of measure pre-defined for the HR cost-input grouping.

	A	D	E	F	G	H	I	J	K	L	M	O	P
	Budget Line No.	Activity Description	Item Description	Unit of Measure	Payment Currency	Y1 Net Salary	Y1 Social Security and Other Obligatory Charges	Y1 Total Salary	Y1 Level of Effort (%)	Y1 Number of persons	Y1 Total Cost	Y1 Average Cost by Budget Line	
1													
2	3	HR Salaries	Program Manager	Per person per quarter	USD	3,000.00	600.00	3,600.00	60.00%	1.00	2,160.00	2,676.92	
3	3	HR Salaries	Finance Officer	Per person per quarter	USD	2,000.00	400.00	2,400.00	100.00%	1.00	2,400.00	2,676.92	
4	3	HR Salaries	M&E Officer	Per person per quarter	USD	2,000.00	400.00	2,400.00	100.00%	1.00	2,400.00	2,676.92	
5													
6													

- Enter net salary in payment currency column H and social security and other charges in column I.
- Level of Effort (column K) and number of persons (column L) for the position should be entered as well.
- Once all the information is entered, column O will show the unit cost as defined for cost inputs in HR grouping per budget line: cost per full-time equivalent (FTE) person per quarter. For example, if there are three persons employed and two are full-time (100%) and one is working at 60% then the total FTE equivalent will be 2.6 persons (see above). This unit cost should be used in the ‘detailed budget tab’

3) Other: Use ‘Assumptions Other’ tab for rest of the activities except for PSM cost.

- Select the budget line number in column A which is relevant to the assumptions you are disclosing – this is linked to detailed budget tab and so activity description (column D) and payment currency (column G) will appear automatically
- Enter the items in column E and unit of measure in column F.
- Enter unit cost in column H and quantity needed in column I.
- Once you entered the information, column K will show the sum of cost of all items per a budget line. This unit cost should be used in the ‘detailed budget tab’

4) PSM template should be used to put the detailed assumption for PSM part (cost groupings # 4, 5, 6, and 7)

11. Once detailed costs are entered, come back to ‘Detailed Budget tab’.

12. Enter unit cost in column P in the ‘detailed budget tab’. These unit costs should be obtained from ‘Assumption Tabs’ – Assumption TRC column K, Assumption HR column O, and Assumption Other column K as described above.
13. Enter quantity needed for each quarter.
14. For each budget line, select which assumptions are being used to support unit cost in column BR. “Detailed workings” in the drop-down menu means that detailed calculations are provided in one of the three tabs as described above. “PSM products and costs” means that detailed calculations are provided separately, in the PSM template. Other options mean that there is some supporting evidence available that could be provided upon request, to support budgeted unit costs – this can be quotes received from potential suppliers, recent invoices, market research etc.
15. Justification and comments in column BS can also be used if necessary

Summary Tables

1. Various types of summary is available in the summary tabs
2. Go to ‘Module Summary Pivot’ Tab.
3. Put your mouse on the table and right click.
4. Click ‘refresh’ or press Alt+F5 to refresh the pivot table
5. Go to ‘Summary’ Tab.
6. Budget Summary will be displayed by module and cost grouping.
7. To get the updated summary table, pivot table in the ‘Module Summary Pivot’ tab should be refreshed.
8. Go to ‘Module Budget Pivot’ Tab
9. Put your mouse on the table and right click.
10. Click ‘refresh’ or press Alt+F5 to refresh the pivot table
11. Go to ‘Module Budget’ tab.
12. Budget summary by module will be displayed.

14. To update the module budget, module budget pivot table should be refreshed.

In case of questions and/or if assistance is needed, feel free to contact your Country Team.