

## Global Resilience Partnership

### Stage One Application - Budget Instructions

**GENERAL INSTRUCTION:** The budget for the three components of Stage Two (i.e., Problem Statement Development, Solution Development, and Solution Implementation Plan Development) should be illustrated on the attached GRP Stage One Budget Template. All Budget Templates must be completed in U.S. dollars (USD). Total budgets must not exceed \$200,000 (USD).

<b>APPLICANT/TEAM LEAD:</b>	List Name of Individual Team Lead and the Team Lead's Organization
<b>SECTION A - BUDGET SUMMARY</b>	
<p><b>Source of Funding:</b> The various sources of funding for this project should be listed, including external funding and any funding provided by Team Lead or Team Members (cash and/or in-kind). Various Team Members providing funding should be listed separately. Please insert additional rows as necessary. For any additional funding noted, please indicate the Status of such funding by noting as Committed, Requested, or Under Discussion in the Status column.</p> <p><i>It is not compulsory for teams to receive additional funding outside of the potential Global Resilience Challenge funding. No preference will be given to applicants with co-funding over those without co-funding. Any co-funding provided on this budget template is not subject</i></p>	
<b>SECTION B - BUDGET CATEGORIES</b>	
<p><b>a. Personnel:</b> An amount for aggregate salaries for all individuals. Please note that selected teams will be required to provide additional detailed information during the Grant Negotiation process, including but not limited to:</p> <ul style="list-style-type: none"> <li>- Each individual (with title) for whom salary support is requested (listed individually with title/role if known).</li> <li>- The percentage of time each person will be devoting to the project (i.e., level of effort for the project under consideration).</li> <li>- Detailed salary and fringe benefits (if needed) per person.</li> </ul>	
<p><b>b. Fringe Benefits:</b> Fringe benefits and payroll taxes for all personnel included in line a. above. Funding for dues to private clubs are not eligible expenses under the Challenge.</p>	
<p><b>c. Travel:</b> Aggregate travel budget. Details are included in Section C below.</p>	
<p>may not be purchased under the Stage One funding, but costs for leased equipment may be included. In the assumptions, list any equipment leases including quantity and unit cost that are necessary to carry out the project. Proposals that include equipment must include a rationale if it is proposed for long-term lease of 180 days or longer.</p>	
<p><b>e. Office Expenses/ Supplies:</b> These are direct expenses related to the project and the recipient(s) should have an appropriate method for tracking and allocating such costs. These costs may include office supplies and other office expenses including but not limited to telephone, fax, internet, postage, and courier services that will be charged directly to the project. Office rent is generally included in overhead/indirect costs (see below). However, if your organization must rent additional space specifically for the project to be funded, rent may be considered to be a direct project cost.</p>	
<p><b>f. Consultants/ Sub-contracts/ Collaborating Institutions:</b> This refers to consultants, sub-contracts, and/or collaborating institutions other than the Team Members listed per the application. Therefore, any personnel costs to be funded across the entire team (i.e., related to the Team Lead and all Team Members) should be included in line a. Personnel.</p> <p>If engaging individuals or entities outside of your institution(s), provide the name of the person/entity, the work being done, and the amount to be paid. For subcontracts that comprise a significant amount of the budget (generally more than 20%), please provide a detailed budget justification for the subcontract. If collaborating with other institutions for part or all of the project being funded, the budget should indicate each participating institution's costs separately.</p>	
<p><b>g. Communications/ Publications:</b> Costs for development, design, and production of materials for distribution.</p>	
<p><b>h. Conferences/ Meetings:</b> Aggregate conferences and meeting budget. Details are included in Section D below. All participant and staff travel costs should be shown under travel detail.</p>	
<p><b>i. Evaluation:</b> Include costs to evaluate the grant activities.</p>	
<p><b>j. Other (specify):</b> Include any other direct costs not otherwise described in the categories above. Please provide a breakout of any costs listed here.</p>	
<p><b>Indirect Charges:</b> Teams are encouraged to budget for an indirect project costs. Direct project costs may include renting office space only if that space is rented specifically for the project. Beyond direct project costs, overhead can be supported for those organizations eligible to receive such funding under the U.S. Internal Revenue Code regulations. Overhead or indirect expenses generally include office rent, utilities and maintenance; library, information and technology support; personnel management (human resources) or other designated expenses as an allocated cost established by your institution; this cost is also sometimes referred to as an administrative/management fee by the institution. For additional guidance regarding indirect costs, please refer to 2 CFR 230 - Cost Principles for Non Profit Organizations, sections C and D. <a href="http://www.gpo.gov/fdsys/granule/CFR-2012-title2-vol1/CFR-2012-title2-vol1-part230/content-detail.html">http://www.gpo.gov/fdsys/granule/CFR-2012-title2-vol1/CFR-2012-title2-vol1-part230/content-detail.html</a></p>	
<b>SECTION C - TRAVEL</b>	
<p><b>Please note that selected teams will be required to provide additional detailed information during the Grant Negotiation process, including identification of all known and anticipated travel listing for each:</b></p> <ul style="list-style-type: none"> <li>- Role of individual traveling</li> <li>- Purpose of travel</li> <li>- Origin and destination</li> <li>- Estimated costs including travel, lodging, meals and subsistence, etc.</li> </ul> <p><b>All travel will be subject to prior approval and arrangements must be made in accordance with the Fly America Act.</b></p> <p><b>Narrative Assumptions (specify number of travelers, trips (origin/destination), purpose, days, etc. for travel):</b> Your institution's travel policy should be your guide when budgeting for travel costs. Please note, however, that generally the maximum amount that the Challenge will cover under a grant is business class airfare for cross-border trips in excess of six hours (economy class for all other travel). If your organization normally flies economy class for long flights, you should budget for economy travel.</p> <p>Indicate the origin and destinations for each trip, the number of staff traveling, the number of days, and the amount to be paid for expenses including airfare, other transit costs away from home, local transit costs (i.e., taxi, bus, etc.), lodging, meals and incidentals, and other travel</p>	
<b>SECTION D - CONFERENCES / MEETINGS</b>	
<p><b>Narrative Assumptions</b> (specify number of conferences/meetings, number of attendees per meeting, number of days per conference/meeting, per person cost of refreshments, etc. Please include costs for the meeting facility as well as transportation, hotel and meal expenses for meeting attendees.</p> <p>All Participant and staff travel and lodging (if applicable) should be included in Section C Travel.</p>	
<b>SECTION E - TEAM BREAKDOWN (AS APPLICABLE)</b>	
<p><b>Team Lead/Member:</b> Specify the breakdown of funding allocated to each Team Member (including the Team Lead). Insert additional rows as necessary.</p>	