

WASHINGTON FELLOWSHIP FOR YOUNG AFRICAN LEADERS

Sample Budget Template for Host Institutions

We encourage you to use this sample budget template for host university budgets. Please also include a budget narrative with your proposal (no template is provided for the narrative).

If you are using this document to create your budget, please read the important information below to ensure you can fully navigate the sample budget. If you have questions once you review this guidance, you may also contact the program officer responsible for this competition.

IMPORTANT INFORMATION ABOUT THIS DOCUMENT

1) There are three worksheets in this sample budget document: (1) Sample Budget Instructions (this worksheet); (2) Summary Budget; and (3) Detailed Budget. You can navigate between these worksheets by clicking on the tabs near the bottom of the document. We do not provide a template for the requested budget narrative.

2) In order to share information about the budget recommendations and requirements, we have created comments. Comments appear as boxes with a yellow background on your screen. There is an arrow from the comment to the cell that it is associated with. Each cell with a comment also has a small red triangle on the upper right hand corner of the cell. Currently all comments should be shown. Once you have reviewed all of the comments, you may wish to hide them. To hide all comments, select the "Review" menu at the top of the screen. There you should see a button that says "Show All Comments" which you can unselect to hide all the comments and select again to make all the comments reappear. If you do not have this button or menu option, use the software's help feature to find out where this feature is on your version of the software. You are also able to view individual comments by hovering your mouse over the cell that has the comment you wish to review. Please be sure to review all of the comments as they contain important information about the budget.

3) You may add and delete lines anywhere in the Detailed Budget depending on your needs. Please ensure that you explain all of your budget details clearly and concisely in your budget narrative, particularly if you have made budgeting decisions that depart from the suggestions in the RFGP or POGI.

4) Some cells are set up to auto calculate based on values that you fill in. For example, once you fill in the amount of staff member #1's salary covered by the grant (in the ECA Funds Request column) and the amount covered by cost-share (in the 2013 Cost-Share column), the 2013 Total Budget Column will automatically add those two values together. You can tell which cells will automatically fill in because they have a \$ in them before you enter anything in the spreadsheet.

While we have done our best to ensure that this auto fill feature is useful and accurate, it is your responsibility to check the math to ensure that the calculations are accurate and account for all line items in your budget.

5) The Summary Budget also has auto fill features. For the per participant costs to calculate, you will need to fill in the number of participants in the rose colored box. As with the detailed budget, **it is your responsibility to check the math and ensure these automatic calculations are correct.**

Washington Fellowship for Young African Leaders

Summary Budget
Insert Applicant Name

Description	Funds Requested from ECA	Cost Share Funds	Total Costs
Participants	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Insert the number of participants in this cell to auto calculate the costs per Participant. </div>		
Administrative Costs	\$ -	\$ -	\$ -
Program Costs	\$ -	\$ -	\$ -
Total Costs	#REF!	#REF!	#REF!
Administrative Costs Per Participant	#DIV/0!	#DIV/0!	#DIV/0!
Program Costs Per Participant	#DIV/0!	#DIV/0!	#DIV/0!
Total Costs Per Participant	#REF!	#REF!	#REF!

Choose one of the following:
Business and Entrepreneurship
Civic Leadership
Public Management

Washington Fellowship for Young African Leaders Institute

Year One Detailed Budget
 Insert Applicant Name

Choose one of the following:
 Business and Entrepreneurship
 Civic Leadership
 Public Management

Description		Calculations		2013 ECA Funds Requested	2013 Cost-Share	2013 Total Budget
ADMINISTRATIVE COSTS						
Direct Expenses						
<div style="border: 1px solid black; padding: 2px;"> Administrative costs include staff, direct, and indirect expenses. Please see RFGP Section VI.2 for a list of applicable Office of Management and Budget (OMB) Circulars. </div>						
Staff Costs						
Salaries						
	Staff Name/Title	Base Salary	% of Time	Cost of Staff Salary		
	Staff 1			\$ -		\$ -
	Staff 2			\$ -		\$ -
	Staff 3			\$ -		\$ -
	Insert or delete lines as needed			\$ -		\$ -
Benefits						
	Staff Name/Title	Base Fringe	% of Time	Cost of Staff Fringe		
	Staff 1			\$ -		\$ -
	Staff 2			\$ -		\$ -
	Staff 3			\$ -		\$ -
	Insert or delete lines as needed			\$ -		\$ -
Other Direct Expenses						
	Expense 1					\$ -
	Expense 2					\$ -
	Expense 3					\$ -
	Insert or delete lines as needed					\$ -
Subtotal Direct Expenses				\$ -	\$ -	\$ -
Indirect Costs						
Subtotal Indirect Costs						
TOTAL ADMINISTRATIVE COSTS				\$ -	\$ -	\$ -

Telephone, fax, postage, copying, printing, office supplies, etc. not accounted for in Indirect Costs.

PROGRAM COSTS

General Program Costs

Costs that do not vary by number of participants

Honoraria

Except for special circumstances, honoraria for speakers who are not being compensated on a salaried basis should not exceed \$250/day, per speaker. Special circumstances should be explained in the budget narrative and are subject to ECA approval.

Speaker Name	Daily Rate	# of Days	Honorarium Costs		
Speaker 1			\$ -	\$	-
Speaker 2			\$ -	\$	-
Speaker 3			\$ -	\$	-
Insert or delete lines as needed			\$ -	\$	-

Lodging Per Diem for Guest Speakers – where applicable

Per diem costs for guest speakers should not exceed prevailing U.S. government rates. Rates may be found at <http://www.gsa.gov/perdiem>

Speaker Name	Per Diem Rate	# of Days	Speaker Per Diem		
Speaker 1			\$ -	\$	-
Speaker 2			\$ -	\$	-
Speaker 3			\$ -	\$	-
Insert or delete lines as needed			\$ -	\$	-

Meals and Incidentals Per Diem for Guest Speakers – where applicable

Per diem costs for guest speakers should not exceed prevailing U.S. government rates. Rates may be found at <http://www.gsa.gov/perdiem>

Speaker Name	Per Diem Rate	# of Days	Speaker Per Diem		
Speaker 1			\$ -	\$	-
Speaker 2			\$ -	\$	-
Speaker 3			\$ -	\$	-
Insert or delete lines as needed			\$ -	\$	-

Educational Materials

Film and video rentals, educational materials, and other curricular needs for the program. NOTE: This section is for costs that do not vary by number of participants.

Item Type	Cost Per Item	# of Item	Item Cost		
Item 1			\$ -	\$	-
Item 2			\$ -	\$	-
Item 3			\$ -	\$	-
Insert or delete lines as needed			\$ -	\$	-

Web Hosting

Costs associated with publishing the institute website – not to include salary for the webmaster, which should be included under administrative costs above.

Participant airport transfers, bus or van rentals, taxis, etc.

Ground Transportation

Web Hosting				\$	-
Ground Transportation				\$	-

Participant airport transfers, bus or van rentals, taxis, etc.

Welcome/Farewell Events					
Event Type	Cost/Participant	# of Participants	Event Cost		
Event 1			\$	-	\$ -
Event 2			\$	-	\$ -
Insert or delete lines as needed			\$	-	\$ -
University Staff Escort Lodging Per Diem					
City	Per Diem Rate	# of Escorts	# of Nights	Per Diem Cost	
City 1				\$	-
City 2				\$	-
City 3				\$	-
Insert or delete lines as needed				#REF!	\$ -
University Staff Escort Meals and Incidentals Per Diem					
City	Per Diem Rate	# of Escorts	# of Days	Per Diem Cost	
City 1				\$	-
City 2				\$	-
City 3				#REF!	\$ -
Insert or delete lines as needed				#REF!	\$ -
Summit Expenses					\$ -
Subtotal General Program Costs			\$	-	\$ -

Two events, max \$45/person with a with a 1-2 ratio of participants to guests, are allowable for direct U.S. government support.

Please provide the name of the per diem location.

Please provide the name of the per diem location.

Per Participant Program Costs

Total per diem rate (lodging, meals and incidentals) may not exceed established U.S. government per diem rates. While on-campus and study tour housing costs may well fall below USG rates, where feasible, each participant should receive the maximum U.S. government established allowance for meals and incidental expenses for each location throughout the program. U.S. government per diem rates may be found online at the following site: www.gsa.gov/perdiem

Academic Residency Per Diem

Item	Cost/Rate	# of Participants	# of Nights/Days	Subtotal Cost		
Lodging				\$ -		\$ -
Meals and Incidentals				\$ -		\$ -

Institute Textbooks and Materials

Use this line item for required readings, etc.

Item	Item Cost	# of Participants	Materials Cost		
Book 1			\$ -		\$ -
Other 1			\$ -		\$ -
Insert or delete lines as needed			\$ -		\$ -

Book and Cultural Allowance

Participants should each receive \$200 to purchase U.S. studies books and materials in their area of interest. These funds can also be used to cover admissions to cultural events of personal interest. These funds are not to be used to cover mandatory program activities or materials.

Item	Item Cost	# of Participants	Allowance Cost		
Allowance	\$ 200		\$ -		\$ -

Participant Admissions

Use this line item for cultural activities planned for the group as part of the institute program, either during the academic residency or the study tour.

Activity	Cost per Person	# of Participants	Activity Cost		
Activity 1			\$ -		\$ -
Activity 2			\$ -		\$ -
Activity 3			\$ -		\$ -
Insert or delete lines as needed			\$ -		\$ -

Tax Withholding	Some, but not all, organizations require taxes to be withheld on funds provided to participants. If your organization requires this, please include this line item. Please note: All of the amounts listed in the other line items should be the totals after any applicable taxes have been withheld. Please offer details on any withholdings in your budget narrative.			\$	-
Subtotal Per Participant Program Costs		\$	-	\$	-
Guest Speaker Travel					
Air, Train, Bus, etc.	Mode	City of Origin	Speaker Name		
	Mode1	City 1	Speaker 1	\$	-
	Mode2	City 2	Speaker 2	\$	-
	Mode3	City 3	Speaker 3	\$	-
	Insert or delete lines as needed			\$	-
Subtotal U.S. Domestic Travel		\$	-	\$	-
TOTAL PROGRAM COSTS		\$	-	\$	-