



**BUSINESS  
PARTNERSHIPS  
PLATFORM**

**Guidelines for Completing the BPP India Window 2018  
Application Budget Template**

**India Window – 2018**

## Purpose

As part of their application, applicants are required to submit a budget, using the budget template provided. The purpose of this guideline is to assist applicants to complete the budget template.

Applicants should also refer to:

- The [BPP India Window 2018 Guidelines for Applicants](#);
- The [Instruction](#) worksheet included in the budget template; and
- The sample budget provided.

## Structure

The budget template includes three worksheets, all of which must be filled out: (1) a [Summary Budget](#) worksheet; (2) a [Workplan](#) worksheet; and (3) a [Detailed Budget](#) worksheet.

The [Summary Budget](#) worksheet includes a small number of fields to fill out, but largely includes fields that will auto-populate when you fill out the other worksheets.

The [Workplan](#) worksheet asks applicants to list key activities and outputs, and note in which month each is likely to be completed.

The [Detailed Budget](#) worksheet requires applicants to list activities and specify cost categories for each activity. The [Detailed Budget](#) worksheet includes space to proposed items to be funded by the BPP/DFAT, and specify those items that will be funded by the co-contribution of partners.

## General guidance

Please keep in mind the following general guidance when filling out the budget template:

- Try to ensure there is consistency between the activities depicted in the [Workplan](#) worksheet and in the [Detailed Budget](#) worksheet.
- Ensure activities have the same indexation and numbering across all worksheets.
- You may add or delete rows as needed. Please ensure the formulas include these new rows.
- Provide as much detail as possible to explain what is included in budget lines and how/why they are necessary for delivering the initiative.
- The budget must be denominated in Australian Dollars. However individual budget lines can be expressed using a different currency denomination, provided the currencies are then converted into Australian Dollars at an appropriate exchange rate. When using local currency to estimate costs and prepare the budget, it is necessary to state the currency used and the official exchange rate assumptions used in the notes section.

## Completing the [Summary Budget](#) worksheet

Applicants should begin by filling out the first few red-coloured cells of the [Summary Budget](#) worksheet. Enter basic data about the proposed BPP initiative, the start date and duration, in the text fields in red as shown below.

**General Information**

|                           |  |
|---------------------------|--|
| <b>Organisation Name:</b> | Palladium International                          |
| <b>Country:</b>           | India  |
| <b>Initiative Title:</b>  | Enhancing livelihoods for farmers in Maharashtra |
| <b>Reference Number:</b>  | BPPR2484   |

dd mm yyyy

|                            |   |   |      |
|----------------------------|---|---|------|
| <b>Funding start date:</b> | 1 | 1 | 2019 |
|----------------------------|---|---|------|

|                              |    |
|------------------------------|----|
| <b>Initiative Duration :</b> | 24 |
|------------------------------|----|

Please note that most of the remaining Summary Budget worksheet figures, as shown in grey below, will auto-populate as you complete the Detailed Budget tab.

| BPP Funding Period: | Year 1    |           | Year 2    |           |
|---------------------|-----------|-----------|-----------|-----------|
|                     | Y1S1      | Y1S2      | Y2S1      | Y2S2      |
| From:               | 01-Jan-19 | 01-Jul-19 | 01-Jan-20 | 01-Jul-20 |
| To:                 | 30-Jun-19 | 31-Dec-19 | 30-Jun-20 | 31-Dec-20 |

| BPP FUNDING REQUEST BUDGET SUMMARY |                       | PARTNER CONTRIBUTION BUDGET SUMMARY |                       | Contribution (%)           | PARTNER CONTRIBUTION BREAKDOWN |                            |                       |
|------------------------------------|-----------------------|-------------------------------------|-----------------------|----------------------------|--------------------------------|----------------------------|-----------------------|
| Program Activity Costs             | AUD 1,600.00          | Program Activity Costs              | AUD 9,612.00          | 86%                        | Cash                           | AUD 63,979.00              |                       |
| Operational Costs                  | AUD 42,640.00         | Operational Costs                   | AUD 7,439.00          | 15%                        | In-Kind                        | AUD 38,400.00              |                       |
| Capital Expenditure                | AUD 3,296.00          | Capital Expenditure                 | AUD 10,928.00         | 77%                        | Cash Proportion                | 62%                        |                       |
| Personnel Costs                    | AUD 57,600.00         | Personnel Costs                     | AUD 74,400.00         | 56%                        |                                |                            |                       |
| Othe Costs                         | AUD 0.00              | Othe Costs                          | AUD 0.00              |                            |                                |                            |                       |
| <b>TOTAL FUNDING REQUEST:</b>      | <b>AUD 105,136.00</b> | <b>TOTAL CO-CONTRIBUTION:</b>       | <b>AUD 102,379.00</b> | <b>MATCH-FUNDING RATIO</b> | <b>1: 0.97</b>                 | <b>TOTAL PROJECT COST:</b> | <b>AUD 207,515.00</b> |

As a final step, only after you have completed the Workplan worksheet and the Detailed Budget worksheet, please return to the Summary Budget worksheet and complete the remaining red-coloured cells including:


- (1) The key activities comprising each milestone payment; and
- (2) Verification requirements: a description of how the partners will document the achievement of each activity as per the below example.

| LIST KEY ACTIVITIES COMPRISING EACH MILESTONE<br>(Refenced by Activity Number AND including those activities funded by Partners) | LIST VERIFICATION REQUIREMENTS PER EACH MILESTONE:   |
|--|--|
| Act 1. Recruitment of key staff<br>Act 4. Completion of baseline survey  | Act 1. Written confirmation of employment and resumes of employed staff<br>Act 4. Submission of baseline survey report |
| Act 8. Training to 300 farmers completed   | Act 8. Training signing sheets, copies of training materials, photographs of training events.                          |

## Completing the Workplan worksheet

In the Workplan worksheet, insert activities to be completed and associated outputs to be achieved. Plot in which month the activities/outputs will take place throughout the initiative lifecycle on the month-by-month cells to the right of the worksheet.

Try to group activities within milestones. Try also to have a spread of milestones throughout each six month period. An example of the month by month plotting of activities is shown below.



| Workplan for Initiative: Enhancing livelihoods for farmers in Maharashtra                | YEAR 1    |           |           |           |           |           |           |           |           |           |           |           |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|  | M1        | M2        | M3        | M4        | M5        | M6        | M7        | M8        | M9        | M10       | M11       | M12       |
|  | 01-Jan-19 | 01-Feb-19 | 01-Mar-19 | 01-Apr-19 | 01-May-19 | 01-Jun-19 | 01-Jul-19 | 01-Aug-19 | 01-Sep-19 | 01-Oct-19 | 01-Nov-19 | 01-Dec-19 |
| <b>1) Objective 1: New market development for agriculture seeds and inputs</b>           |           |           |           |           |           |           |           |           |           |           |           |           |
| Activity 1. Recruitment of one Program Manager   | ■         |           |           |           |           |           |           |           |           |           |           |           |
| Activity 2. Recruitment of one Program Officer   |           | ■         |           |           |           |           |           |           |           |           |           |           |
| Activity 3. Engagement of external consultant to conduct market research                 |           |           | ■         | ■         |           |           |           |           |           |           |           |           |
| Activity 4. Field visit to 2 localities by consultant                                    |           |           |           |           | ■         |           |           |           |           |           |           |           |
| <b>Milestone 1. Recruitment of key staff completed and completion of market research</b> |           |           |           |           |           | ■         |           |           |           |           |           |           |
| Activity 5. Develop communication materials for the inception workshops                  |           |           |           |           |           |           | ■         | ■         |           |           |           |           |
| Activity 6. Conduct demonstration workshops in 8 communities                             |           |           |           |           |           |           |           | ■         | ■         | ■         | ■         | ■         |
| <b>Milestone 2. Completed inception workshops at the community level</b>                 |           |           |           |           |           |           |           |           |           |           |           | ■         |

The timing of activities in the Workplan worksheet will form the basis for determining the amount of BPP/DFAT funds that will be transferred to partners throughout the implementation period.

## Completing the Detailed Budget worksheet

For each activity you inserted on the Workplan worksheet, decide the costs associated with delivering the activity (staff time, meeting room rental, travel, etc.) and then list these activities and their costs in the Detailed Budget worksheet.

When entering activities into the Detailed Budget worksheet, separate these out into one of the five cost category tables on the worksheet. The five cost categories are explained in the table below.

| Cost Category                | Description   |
|------------------------------|---|
| <b>Program Activity Cost</b> | Expenditure related to per diems, accommodation, meals, meetings, workshop costs, publication costs, training costs, printing costs, field visits and other costs relating to program planning, supervision, and monitoring and evaluation. |

|                            |   |
|----------------------------|---|
| <b>Operational Costs</b>   | Operational expenditure and administrative expenses for overall administration of the program. This includes office rent, utilities, internal communication costs (mail, telephone, internet), office supplies, administration cost, fuel, legal costs, translation costs, accounting and auditing costs, and bank charges. |
| <b>Capital Expenditure</b> | This includes the cost of procuring or maintaining productive assets such as information technology (IT) systems, machinery, infrastructure, office equipment, furniture, audio-visual equipment, generators, technical equipment, motorbikes, computers, etc.  |
| <b>Personnel costs</b>     | This include both administrative and program personnel involved in the initiative (including field personnel and volunteers). This includes salaries, wages, stipends, allowances, and consulting fees.   |
| <b>Other costs</b>         | Costs which do not fall under the above-defined categories. The applicant is encouraged to avoid using this category unless it is deemed necessary. Applicant must provide a detailed description of the items that have been classified under this category.   |

Please list each activity and related costs separately. For example, if the initiative involves training different groups of stakeholders (e.g. farmers, internal staff, community members) list each training activity separately.

Activities in the Detailed Budget worksheet should use the same indexation and numbering as you used in the Workplan worksheet. However, recurrent costs such as operational costs do not need to be indexed and linked to the Workplan.

Below is an example where **Activity 6** (Conduct demonstration workshops in 8 communities) has been entered into the Detailed Budget worksheet, and various costs listed.

| Activity   | Contribution Type | Unit Type     | Unitary Cost (AUD) | Y1S1 | Y1S2     | Y2S1 | Y2S2 | DFAT     |
|--|-------------------|---------------|--------------------|------|----------|------|------|----------|
| <b>Program Activity Costs</b>  |                   |               |                    |      |          |      |      |          |
| Activity 6. Conduct demonstration workshop in 8 communities              |                   |               |                    |      |          |      |      |          |
| 6.1. Local transport costs for 5 people per 8 workshops                  | Cash              | Per unit Cost | 8                  |      | 320.00   |      |      | 320.00   |
| 6.2. Accommodation costs for 2 facilitators per 3 nights per 8 workshops | Cash              | Daily Cost    | 50                 |      | 2,400.00 |      |      | 2,400.00 |
| 6.3. Meal costs for 20 people per 8 workshops                            | Cash              | Per unit Cost | 15                 |      | 2,400.00 |      |      | 2,400.00 |

When inserting the costs for each activity, these should be split between costs to be borne by BPP/DFAT, and costs to be borne by partners. Costs to be funded by the BPP/DFAT contribution should be broken down per semester (six-month period), whereas costs to be funded by partners' contribution should be included as a total amount per activity over the life of the initiative (see example below).

| Activity                                      | Contribution Type | Unit Type    | Unitary Cost (AUD) | Y1S1   | Y1S2   | Y2S1   | Y2S2   | DFAT     | Lead Partner | Other Partner(s) | TOTAL     | Match-Funding (%) |
|---|-------------------|--------------|--------------------|--------|--------|--------|--------|----------|--------------|------------------|-----------|-------------------|
| <b>Operational Costs</b>                      |                   |              |                    |        |        |        |        |          |              |                  |           |                   |
| Communication costs (Internet, phone service) | Cash              | Monthly Cost | 110.00             | 660.00 | 660.00 | 660.00 | 660.00 | 2,640.00 |              |                  | 2,640.00  | 0%                |
| Vehicle Maintenance                           | Cash              | Annual Cost  | 800.00             |        |        |        |        | -        | 1,600.00     |                  | 1,600.00  | 100%              |
| Office Rent                                   | Cash              | Monthly Cost | 1,500.00           |        |        |        |        | -        | 36,000.00    |                  | 36,000.00 | 100%              |
| Vehicle Fuel                                  | Cash              | Monthly Cost | 250.00             |        |        |        |        | -        | 6,000.00     |                  | 6,000.00  | 100%              |
|   |                   |              |                    |        |        |        |        |          | -            |                  | -         | -                 |
|   |                   |              |                    |        |        |        |        |          |              |                  | -         | -                 |
|   |                   |              |                    |        |        |        |        |          |              |                  | -         | -                 |
|   |                   |              |                    |        |        |        |        |          |              |                  | -         | -                 |
| <b>Operational Costs Sub-Total:</b>           |                   |              |                    | 660.00 | 660.00 | 660.00 | 660.00 | 2,640.00 | 43,600.00    | -                | 46,240.00 | 94%               |

It is important to include detailed budget assumptions where it will enhance understanding. The notes should explain: (i) why a particular item/service/human resource is needed; (ii) what is the cost basis (e.g. based on quotes, market research, historical costs); and (iii) the calculation used as per the below example.

| <b>Detailed Budget Assumptions:</b>  |
|--|
| Budget based on AUD15 stationary, AUD15 other office supplies, AUD10 telephony, AUD60 internet, and AUD10 for ink cartridges, printing/photocopying per month. Estimated costs based on historical costs |

Please also note the following when completing the Detailed Budget worksheet:

- Partner contributions must not incorporate other DFAT funding or include costs that are already funded by other donors not listed in the application.
- The total proposed BPP/DFAT cost contribution should be between AUD 250, 000 and AUD 500,000.
- Partners must contribute at least 50 per cent of the total initiative costs (including both cash and in-kind contributions).

### What costs can be funded by the BPP/DFAT?

The BPP/DFAT will co-invest in items and activities that help the partner to do something they would not have done as part of their core business. The following table outlines examples of items that the BPP may contribute towards, and those that the BPP is unable to fund.

**Items that can be funded by the BPP/DFAT. Note: the below table is a guide only. Items to be funded will be subject to final contract negotiations.**

| <b>Generally Acceptable</b>  | <b>Possible Funding</b>  | <b>Unable to Fund</b>   |
|--|--|---|
| <ul style="list-style-type: none"> <li>• Attributable technical specialist support</li> <li>• Related staff salaries (relating to development &amp; start up)</li> <li>• Related vehicle expenses</li> <li>• Related training costs</li> </ul> | <ul style="list-style-type: none"> <li>• Physical assets, e.g., machinery or infrastructure</li> <li>• Recurring operational and working capital costs of partner, including personnel Audits</li> <li>• Related equipment and supplies (printer, laptop, camera, motorbike)</li> <li>• Telephone and IT for BPP use only</li> </ul> | <ul style="list-style-type: none"> <li>• Management fees</li> <li>• Free/discounted samples</li> <li>• Inputs manufactured by the partner (e.g. for use on demo plots)</li> <li>• Fundraising</li> <li>• Advocacy (unless specific to the BPP objective then should be attributable)</li> <li>• Marketing and communications (unless</li> </ul> |

|  |  |   |
|--|--|---|
|  | <ul style="list-style-type: none"> <li>• Office supplies and equipment</li> <li>• Office rental, maintenance, electricity, water and printing</li> </ul> | <p>specific to the BPP initiative then should be attributable)</p> <ul style="list-style-type: none"> <li>• Retroactive expenses: i.e. costs incurred prior to the effective funding start date of the contract</li> <li>• Taxes and import duties applied by governments and public authorities</li> </ul> |
|--|--|---|

## How are partner in-kind contributions calculated?

The BPP will recognise in-kind contributions at ‘fair market value’, defined as the agreed-upon price, normally expected to pay in the given environment. Partners are expected to break down in the Detailed Budget their contribution in the form of cash and/or in-kind support. In the budget, partners should identify only confirmed contributions.

**Types of In-kind contributions generally accepted under the BPP. Note: the below table is a guide only. Items to be funded will be subject to final contract negotiations.**

| Generally Acceptable  | Unlikely to be Acceptable  |
|---|--|
| <ul style="list-style-type: none"> <li>• Volunteer hours</li> <li>• Equipment, materials and supplies</li> <li>• Legal assistance</li> <li>• Overhead/administration costs (maximum 5%)</li> <li>• Salaries</li> <li>• Professional and technical services</li> <li>• Travel and subsistence costs</li> <li>• Technology</li> <li>• M&amp;E including dissemination of data/information</li> <li>• Office and work-space</li> </ul> | <ul style="list-style-type: none"> <li>• Costs (or other) non-related to the BPP initiative</li> <li>• Costs (or other) currently funded by the partner or other donors</li> <li>• Any non-preapproved/agreed costs</li> <li>• Other DFAT funding</li> </ul> |