

**Attachment C:
Sample Budget and Cost Proposal Information**

NOTE: All costs should be budgeted in local currency.

Budget

The Budget Summary Form should be completed clearly and fully. Each cost item should be described numerically and in a *Budget Narrative* that should explain the basis for calculating specific line items as follows:

Salaries and Fees

Labor estimates in persons, hours, and hourly or daily rates. Indicate if labor costs include fringe benefits, and if so, at what percentage.

Consultants

If your plan envisions use of consultants, specify the hourly or daily consulting rate anticipated. Consultant fees cannot exceed customary local consultant rates.

Travel Expenses

Please provide information regarding transportation, lodging and per diem costs.

Program Operation

Communications, supplies, etc.

Indirect Costs

Provide information regarding any indirect cost rates and/or any fee. In the absence of a negotiated indirect cost rate agreement with a U.S. Government Agency, please provide detailed financial backup documentation to substantiate the rates you assess.

For overhead rate, submit certification that rate is usual rate charged by your agency to other clients.