



# UN Trust Fund to End Violence against Women

## 2016 Call for Proposals

### Budget Summary

Please review the Budget Guidelines carefully before completing the Budget.

All amounts must be entered in US dollars (US\$). Enter amount without any periods, commas, symbols or spaces. Please round up to the nearest dollar.

Please note that all budget lines are for costs related only to project activities.

General Category of Expenditures	Requested from the UN Trust Fund					Contribution from applicant/s	Total Cost
	Year 1	Year 2	Year 3	Total	%		
I. Personnel (including those of implementing partners)				\$0			\$0
II. Training/ Seminar/Workshops, etc.				\$0			\$0
III. Audio Visual and Printing Production Costs				\$0			\$0
IV. Travel (excluding costs for M&E)				\$0			\$0
V. Contractual Services/Consultants (excluding costs for M&E)				\$0			\$0
VI. Equipment				\$0			\$0
VII. Monitoring and Evaluation [M&E] (All related costs including travel, consultants, etc.)				\$0			\$0
VIII. Financial Audit				\$0			\$0
IX. Indirect Costs (Administrative Costs)				\$0			\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>

<b>Budget Narrative (maximum 700 words):</b>

## **Budget Guidelines:**

### **i. The UN Trust Fund will NOT fund the following:**

- Costs of infrastructure such as purchase of land, property, acquisition of office space, construction, repair of existing buildings or offices, including for example, the building and furnishing of service facilities, shelters or short-stay homes;
- Purchase of any type of vehicles (i.e. cars, motorcycles, boats etc.);
- Costs that can be financed by other funding sources in the country or by the government (i.e. providing ARTs);
- Activities where a substantial part of the budget is allocated for travel and/or conference costs and services;
- Activities where a substantial part of the budget covers institutional recurrent costs and/or personnel costs;
- Grants for filling a 'funding gap' for ongoing initiatives/projects;
- Regional/international learning events or international travel. Please note that the UN Trust Fund will only support those regional and international workshops that it convenes itself.

### **ii. The UN Trust Fund will NOT give priority to project proposals in which:**

- A substantial part (e.g. more than 20 per cent) of the budget relates to institutional recurrent costs (e.g. rent, utilities) and/or personnel costs.
- Equipment purchases are too high in the context of total project costs.

### **iii. Personnel costs:**

#### **▪ For Civil Society Organizations, Professional Associations and Research Institutions:**

- **For projects between US\$ 50,000 and US\$ 500,000:** Personnel costs for managing the project must not exceed 20 per cent (20%) of the grant requested.
- **For projects between US\$ 500,001 and US\$ 1,000,000:** Personnel costs for managing the project must not exceed 10 per cent (10%) of the grant requested.
- Please note that the amount you specify will be reviewed in relation to the overall project cost and will be subject to revision.

- **For Government Entities:** It is expected that full personnel costs will be borne under the government's and UN Country Team's regular or project budget and should be reflected as such. Short-term consultancies needed specifically for implementation of this project may be considered and should be reflected under the *Contractual Services* budget line.

### **iv. UN Trust Fund Capacity Development Workshop:**

- **For all applicants:** All projects are required to allocate US\$ 10,000 of the grant requested for a capacity development workshop to be convened by the UN Trust Fund. This amount should also be indicated in the first year of implementation under the *Training/Seminar/Workshops* budget line.

### **v. Travel**

- Please note that the UN Trust Fund will not support any international travel costs.

### **vi. Contractual Services:**

**For all applicants:** Please specify what services related to project implementation the contractual services budget line will entail, and justify the need for it in the Budget Narrative.

### **vii. Equipment:**

**For all applicants:** Please specify which equipment is crucial for the implementation of the project, and justify the need for it in the Budget Narrative. Please note that the amount you specify must be minimal and will be reviewed in relation to the overall project cost. Please note that the UN Trust Fund does not allow for the purchase of hardware and furniture for offices.

### **viii. Monitoring and evaluation:**

**For all applicants:** Monitoring and evaluation costs of the project cannot exceed 10 per cent (10%) of the total grant requested.

Please note: The recommended budget allocations for monitoring and evaluation should be used as a guide to determine a precise budget amount based on factors such as the size and scope of the project, baseline and end line studies, as well as costs for external evaluators in the country/region. This in turn will also dictate the type of end of project evaluation that can feasibly

be conducted.

- Please explain the costs of the monitoring and evaluation components of the project in the Budget Narrative.

**ix. Audit:**

**For all applicants:** Please note that each selected project may be subject to an audit during its lifetime by a UN Women designated auditor. A provision at 3.5 per cent (3.5%) of the total amount requested should be included in the first year of implementation to cover this cost.

**x. Indirect costs:**

Indirect project costs are related to administrative support of the project including financial management and information resources management. Other indirect expenses comprise additional rental of office space, office maintenance and utilities, telecommunications and office supplies.

**For Civil Society Organizations:** The maximum indirect project costs cannot exceed seven per cent (7%) of the total direct project cost requested and must be related to the approved project, with no exceptions. Please note that the amount you specify will be reviewed in relation to the overall project costs and is subject to revision.

**For Government Entities:** Indirect costs are not applicable and government applicants are requested to submit their proposed budgets accordingly.

**xi. Matching Funds:**

**For all applicants:** Indications of matching funds from participating UN agencies, government and other stakeholders, in addition to in-kind contributions (office space, staff, conference facilities, media outlets, supplies, other) should be clearly specified and broken down by budget line.

**xii. Grant Amount and Duration:**

**For large civil society organizations and governments:** Budget requests should be within the range of a **minimum of US\$ 125,001 to a maximum of US\$ 1 million** total for duration of two to three years. Budgets must be based on the proposed project and take into consideration the organization's operational and absorptive capacity.

**For small civil society organizations, especially grassroots women's organizations and youth-led organizations:** Budget requests should be within the range of a **minimum of US\$ 50,000 and a maximum of US\$ 125,000** for duration of two to three years. Budgets must be based on the proposed project and take into consideration the organization's operational and absorptive capacity.

For purposes of grant allocation, the UN Trust Fund considers an organization "small" if its annual organizational budget is less than US\$ 200,000. Organizations with a larger annual budget are not eligible to apply for a small grant.