

Summary Budget

Project Title	
Organization:	
Application Code:	

This is a summary page of your budget. To complete your budget enter each individual output, by clicking on the appropriate link, where you will find a detailed budget worksheet. Complete each individual worksheet and the information entered will automatically populate the summary tables provided here.

Summary Budget

Description	2006	2007	Total
Subtotal			
<u>Management Support Costs*</u> (cannot exceed 13% of subtotal)			
Comments	<input style="width: 100%; height: 20px;" type="text"/>		
Project Total			

**Management Support Costs are costs that fund necessary actions and activities that allow the organization to implement any given project and are linked to the tasks outlined in the project. Management support costs may include administrative costs and those programmatic costs that support the organization's ability to implement the proposed project. Examples are inter alia salaries of staff in departments such as Information Technology, Human Resources, Finance and Operations as well as office costs directly related to the implementation of the proposed project. Note that precisely what is covered may vary organization to organization. CEPF grantees that budget for management support costs are required to demonstrate how those costs are calculated and what specific functions of the organization are covered. They shall be clearly identifiable, described and substantiated in the Budget. Should allocation key be used, they should be explained, accepted beforehand by the CEPF Secretariat and compliant with CEPF audit requirements*

Summary Budget by Cost Category

Cost Category	2006	2007	Total
Salaries/Benefits			
Professional Services			
Rent and Storage			
Telecommunications			
Postage and Delivery			
Supplies			
Furniture and Equipment			
Maintenance			
Travel			

Meetings and Special Events			
Miscellaneous			
Sub-Grants			
Subtotal			
Management Support Costs (cannot exceed 13% of subtotal):			
Project Total			