**Annex 4 – Budget template**

*ANNEX 4 Example of Budget template or similar:*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Description** |  | **Total Project Costs** | | | | |  | **Partner’s Contribution**  **(USD$)** | **UNESCO Contribution (USD$)** |
|  | **Duration** (months / days) | **Unit of Measurement** (month/person, lump sum, etc.) | **Number of Units** | **Unit Cost (USD$)** | **Percentage Time Worked for Project** | **Total Budget for this Line** |  |
| **Personnel Costs** | | | | | | |  |  |  |
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| **Subtotal Personnel Costs** |  |  |  |  |  |  |  |  |  |
| **Travel Costs** | | | | | | |  |  |  |
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| **Subtotal Travel Costs** |  |  |  |  |  |  |  |  |  |
| **Training awareness session Costs** | | | | | | |  |  |  |
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| **Subtotal Training awareness session Costs** |  |  |  |  |  |  |  |  |  |
| **Translation Cost** | | | | | | |  |  |  |
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| **Subtotal Translation Costs** |  |  |  |  |  |  |  |  |  |
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| Other Expenses |  |  |  |  |  |  |  |  |  |
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| Total Other Expenses |  |  |  |  |  |  |  |  |  |
| **TOTAL COSTS** |  |  |  |  |  |  |  |  |  |

**Notes:**

* Cost breakdown must be deemed reasonable and fair in comparison to prevailing (local) market trends, and represent value for money.
* The (part of the) budget financed by UNESCO should only include financial provisions for activities that are directly relevant to the achievement of the project covered by the Partnership Proposal, in the terms stated on the Implementation Partners Agreement.
* Selected implementation partners must be able to provide added value in terms of financial or in-kind contribution. This contribution must be indicated on the budget template above (“Partner’s Contribution (USD$)”).
* The amount requested in the proposal should be commensurate with the entity’s proven administrative and financial management capabilities. If selected, UNESCO retains the right to negotiate the budget with the partner, prior to signing the Implementation Partners Agreement, to ensure value for money.
* The nature and breakdown of selected implementation partners’ contribution must be confirmed, at the latest, during the elaboration of the work plan that will be included in the Implementation Partners Agreement