

## CERF Budget Template

**CERF Project Budget**

- **Please ensure to follow the CERF application budget guidance (also available at <https://cerf.un.org/partner-resources/guidance-and-templates>).**
- Please use the template below without modifying the section headings or any other part of it. Don't merge or split cells.
- Wherever possible and relevant, please provide sufficiently detailed breakdown of items (unit, quantity, unit costs, % charged to CERF) for each budget line for the CERF component of the project. Where breakdown of unit, quantity and unit cost is impractical or irrelevant, please provide total amount of the item, along with sufficient description of cost elements.
- Additional rows may be added as needed; **in such cases, please insert the row(s) between the current 2<sup>nd</sup> and 3<sup>rd</sup> rows, please also copy appropriate formula in "Total (USD)" column, and ensure the formula in the "Sub-total" cell include any additional row(s).**
- For thousands separator, please use a comma ",", rather than space or ".", e.g. "1,234".
- Please round the figures in column "Total (USD)" to the nearest dollar.
- No need to add \$ sign in front of the amounts in "Unit Cost" and "Total (USD)" columns.

Budget Lines	Cost Breakdown				
	Description of Unit	Quantity	Unit Cost	% Charged to CERF	Total (USD)
<b>A. Staff and Other Personnel Costs</b> Please itemize costs of staff, consultants and other personnel recruited directly by the agency for project implementation. Indicate international or national staff, level, title, number and unit cost of each type of personnel. Staff and other personnel costs should be kept to the essentials for emergency response. Please indicate the percentage of dedication to CERF project for each person to determine total cost correctly.					
					-
					-
					-
					-
<b>Sub-Total A:</b>					-
<b>B. Supplies, Commodities, Materials</b> Please itemize costs of consumables to be purchased under the project, including associated transportation, freight, storage and distribution costs.					
				n/a	-
				n/a	-
				n/a	-
				n/a	-
<b>Sub-Total B:</b>					-
<b>C. Equipment</b> Please itemize costs of non-consumables to be purchased under the project.					
				n/a	-
				n/a	-
				n/a	-
				n/a	-
<b>Sub-Total C:</b>					-
<b>D. Contractual Services</b> Please itemize works and services of commercial nature to be contracted under the project. Please provide the names of contractors, if known.					
				n/a	-
				n/a	-
				n/a	-
				n/a	-
<b>Sub-Total D:</b>					-

<b>E. Travel</b> Please itemize travel costs of staff, consultants and other personnel for project implementation. Please provide the purpose, destination, number of travelers, transportation costs, number of days and DSA rate for the trips. Generally, except for international travel of surge personnel to the emergency, other international travel is discouraged.					
				n/a	-
				n/a	-
				n/a	-
				n/a	-
<b>Sub-Total E:</b>					-
<b>F. Transfers and Grants to Counterparts</b> Please provide breakdown by implementing partners (typically Government partners and NGOs). Please provide the name of partners, if known. For each partner, please provide a brief description of its role and a general breakdown of budget.					
				n/a	-
				n/a	-
				n/a	-
				n/a	-
<b>Sub-Total F:</b>					-
<b>G. General Operating and Other Direct Costs</b> Please include general operating expenses and other costs directly required for project implementation. CERF does not fund recurrent costs of regular agency operations and programmes.					
				n/a	-
				n/a	-
				n/a	-
				n/a	-
<b>Sub-Total G:</b>					-
<b>Total Project Direct Costs</b>					
Total project direct costs					-
<b>Indirect Project Support Costs (PSC)</b> (must not exceed 7% of total project direct costs)					
PSC rate					
PSC amount					-
<b>Total CERF Project Budget</b>					-

### CERF Budget Guidance and Examples

- Each CERF project proposal must include a budget which details the costs to be funded by CERF and which strictly adheres to the CERF budget template and budget guidelines (see below). The CERF budget template is in line with the United Nations Development Group (UNDG) budget categories.
- The budget should reflect activities described in the project narrative. Budgets should be designed taking into consideration the CERF-approved implementation period of the project (maximum six months for rapid response grants and around nine months for underfunded emergencies grants).
- Wherever possible and relevant, please provide sufficiently detailed breakdown of items (unit, quantity, unit costs, % charged to CERF) for each budget line for the CERF component of the project. Where breakdown of unit, quantity and unit cost is impractical or irrelevant, please provide total amount of the item, along with sufficient description of cost elements.
- Regarding format:
  - (a) For thousands separator, please use a comma “,” rather than space or “.”, e.g. “1,234”;
  - (b) The figures in the column “Total (USD)” should be rounded to the nearest dollar;
  - (c) No need to add \$ sign in front of the amounts in “Unit Cost” and “Total (USD)” columns.

Contents of Budget Lines	Guidance on Cost Breakdown				
<b>A. Staff and Other Personnel Costs</b> Please itemize costs of staff, consultants and other personnel recruited directly by the agency for project implementation. Indicate international or national staff, level, title, number and unit cost of each type of personnel. Staff and other personnel costs should be kept to the essentials for emergency response. Please indicate the percentage of dedication to CERF project for each person to determine total cost correctly.	<b>Descripti on of Unit</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>% charged to CERF</b>	<b>Total</b>
<ul style="list-style-type: none"> <li>• Include costs and entitlements of national and international staff and other project personnel contracted by the agency (such as temporary staff, daily workers and consultants) who are <b>directly</b> involved in the implementation of the project;</li> <li>• Subject to dedication to CERF project, a position should be cost-shared between CERF and UN agency, with indication of the % charged to CERF;</li> <li>• Itemize each national and international staff by function and level, as well as each consultant by function or expertise;</li> <li>• Do not include consultancies with firms (which should be under category D) or agreements with implementing partners (which should be under category F);</li> <li>• CERF does <b>not</b> fund Government staff salaries;</li> <li>• Keep staff and other personnel costs to the essentials for emergency response.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide unit, quantity and unit cost by monthly or daily rates for each position;</li> <li>• Specify whether the rate is monthly or daily.</li> </ul>				
<b>Example:</b> 2 P4 programme officers @ \$10,000 per month each (CERF shares 50% cost) for 4 months to monitor food distribution	person-month	8	10,000	50%	40,000
<b>B. Supplies, Commodities, Materials</b> Please itemize costs of consumables to be purchased under the project, including associated transportation, freight, storage and distribution costs.	<b>Descripti on of Unit</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>% charged to CERF</b>	<b>Total</b>
<ul style="list-style-type: none"> <li>• Include procurement of consumable supplies for project implementation (e.g., medicines, food, non-food items, tents, seeds, tools, etc.); costs associated with the</li> </ul>	<ul style="list-style-type: none"> <li>• Provide unit, quantity and unit cost for each type of consumables to be purchased;</li> <li>• For lump sum lines, please describe the calculation.</li> </ul>				

<p>delivery, storage and distribution of consumable supplies procured by the project (e.g., transportation, freight, customs, insurance, warehousing and other logistical requirements); communications materials for training and awareness raising (e.g., posters, pamphlets), etc;</p> <ul style="list-style-type: none"> <li>For cash transfers to beneficiaries implemented directly by UN agency, the cash transfers shall be budgeted under category B, while the associated contractual service fees should be under category D;</li> <li>For cash transfers to beneficiaries implemented by Government partners or NGOs, both the cash transfers and the associated costs shall be budgeted under category F;</li> <li>If a consumable is in the form of a kit, please briefly describe the content of the kit in the budget, or refer to the standard kit descriptions already agreed with CERF, or provide an annex.</li> </ul>					
<b>Example:</b> Procurement of 2,000 MT cereals at \$300 per MT	MT	2,000	300	n/a	600,000
<b>Example:</b> Medical Kit (see Annex for details)	Unit	20,000	50	n/a	1,000,000
<b>Example:</b> Transportation costs for Medical Kit (estimated at 10% of value)	%	1,000,000	10%	n/a	100,000
<b>Example:</b> One-time cash transfer directly implemented by XXX [UN agency name] to 500 beneficiaries at \$100 per beneficiary	beneficiary	500	100	n/a	50,000
<b>C. Equipment</b> Please itemize costs of non-consumables to be purchased under the project.	<b>Unit</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>% charged to CERF</b>	<b>Total</b>
<ul style="list-style-type: none"> <li>Include procurement of non-consumable items for the benefit of project recipients (e.g., medical equipment, IT equipment for registration, etc.);</li> <li>CERF generally does <b>not</b> fund the purchase of vehicles, heavy equipment or construction which is not of temporary nature;</li> <li>Only equipment <b>directly</b> related to project implementation will be considered; equipment for agency's regular operations will <b>not</b> be accepted.</li> </ul>	<ul style="list-style-type: none"> <li>Provide unit, quantity and unit cost for each type of equipment to be purchased.</li> </ul>				
<b>Example:</b> Procurement of 2 desktops for IDP registration at \$800 each	PC	2	800	n/a	1,600
<b>D. Contractual Services</b> Please itemize works and services of commercial nature to be contracted under the project. Please provide the names of contractors, if known.	<b>Unit</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>% charged to CERF</b>	<b>Total</b>
<ul style="list-style-type: none"> <li>Include works and services of a <b>commercial nature</b> that are contracted directly by the agency following procurement procedures (Note: Budget for Government partners or NGOs should be under category F);</li> <li>Itemize and describe each work and service;</li> <li>Provide the name of contractors, if known;</li> <li>For cash transfers to beneficiaries implemented directly by the UN agency, the associated contractual service fees, if any, are budgeted under category D, while the cash transfers shall be budgeted under category B.</li> </ul>	<ul style="list-style-type: none"> <li>Provide unit, quantity and unit cost for each contractor;</li> <li>For each contractor, provide the amount of funds to be transferred, and a brief description of its role, outputs and a general breakdown of budget (Details of the budget may be presented in annexes).</li> </ul>				
<b>Example:</b> XXXX [name of contractor]: Quality inspection service for 800 MT of cereals at \$40 per MT	MT	800	40	n/a	32,000

<b>Example:</b> Contractual service fees to ABC bank for processing cash transfer to 10,000 beneficiaries at \$1 per transaction	transaction	10,000	1	n/a	10,000
<b>Example:</b> Consulting firm XXX to undertake monitoring trips and prepare a project delivery status report at the total fee of \$5,000	report	1	5,000	n/a	5,000
<b>E. Travel</b> Please itemize travel costs of staff, consultants and other personnel for project implementation. Please provide the purpose, destination, number of travelers, transportation costs, number of days and DSA rate for the trips. Generally, except for international travel of surge personnel to the emergency, other international travel is discouraged.	<b>Unit</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>% charged to CERF</b>	<b>Total</b>
<ul style="list-style-type: none"> <li>• Include travel costs of staff, consultants and other project personnel, such as airfare of international and local flights, daily subsistence allowance (DSA), hazard pay and other travel entitlements, as applicable;</li> <li>• Itemize by international and internal/national travel and indicate the purpose of the trips;</li> <li>• Generally, except for international travel of surge personnel to the emergency, other international travel is discouraged.</li> </ul>	<ul style="list-style-type: none"> <li>• For all travels, provide the purpose, destination (if known), number of tickets, transportation costs (such as airfare, train ticket cost etc.), number of days and DSA rate.</li> </ul>				
<b>Example:</b> 3 staff to undertake 2 domestic trips each to location A to monitor food distribution, 5 days each trip at DSA rate of \$100, airfare \$400 per trip					
(a) Airfare	ticket	6	400	n/a	2,400
(b) DSA	day	30	100	n/a	3,000
<b>Example:</b> Travel costs to undertake needs assessment at XXX area					
(a) Rental of 1 car for 6 needs assessment trips at \$200 per trip (Could also use other cost estimate methodology such as monthly rental per car x no. or cars x no. of months)	trip	6	200	n/a	1,200
(b) Fuel for the 6 needs assessment trips at average fuel consumption of \$300 per trip (Could also use other cost estimate methodology such as cost per gallon x quantity of the fuel)	trip	6	300	n/a	1,800
<b>F. Transfers and Grants to Counterparts</b> Please provide breakdown by implementing partners (typically Government partners and NGOs). Please provide the name of partners, if known. For each partner, please provide a brief description of its role and a general breakdown of budget.	<b>Unit</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>% charged to CERF</b>	<b>Total</b>
<ul style="list-style-type: none"> <li>• Include agency's transfers and grants to implementing partners – normally of a <b>non-commercial nature</b> – through sub-granting procedures for project implementation. Entities receiving sub-grants could be Government partners, international NGOs, local NGOs or other non-commercial entities;</li> <li>• Costs allowed to be incurred by partners include: cost of personnel recruited by the implementing partner to carry out the services sub-contracted by the UN agency; direct operational cost necessary for delivery of services such as commodities, supplies, transportation; and other direct costs necessary to carry out the services/works for <b>this project</b> such as general operating and office running costs;</li> </ul>	<ul style="list-style-type: none"> <li>• Provide unit, quantity and unit cost for each implementing partner;</li> <li>• For each partner, provide the amount of funds to be transferred and a description of its role, outputs and a general breakdown of budget (Note: Details of the budget may be presented in annexes).</li> </ul>				

<ul style="list-style-type: none"> <li>For cash transfers to beneficiaries implemented by Government partners or NGOs, both the cash transfers and the associated costs are budgeted under category F, and should be itemized;</li> <li>Provide the names of potential partners, if known;</li> <li>List Government partners first, to be followed by NGOs.</li> </ul>					
<b>Example:</b> Government department XXX: Distribution of 800 MT of cereals at \$100 per MT to 10,000 beneficiaries in locations A, B and C	MT	800	100	n/a	80,000
<b>Example:</b> NGO YYY: Deployment of 2 mobile health clinics at \$5,000 each per month to location A for 6 months	mobile clinic-month	12	5,000	n/a	60,000
<b>Example:</b> NGO ZZZ: (a) Cash transfer to 1,000 households in location A and B at \$100 per month per household for 3 months	household-month	3,000	100	n/a	300,000
(b) Cash distribution costs at \$1 per transaction for 3,000 transactions (1,000 households, with 1 transaction per household per month for 3 months)	transaction	3,000	1	n/a	3,000
<b>G. General Operating and Other Direct Costs</b> Please include general operating expenses and other costs directly required for project implementation. CERF does not fund recurrent costs of regular agency operations and programmes.	<b>Unit</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>% charged to CERF</b>	<b>Total</b>
<ul style="list-style-type: none"> <li>Include general operating costs <b>directly</b> related to project implementation, such as office rental, stationery and supplies, utilities (telecommunications, internet, etc.) and rental of vehicles;</li> <li>For office rent, please indicate office locations;</li> <li>For training, please properly break down budget by category. For example, for a training which involves hiring a consultant to design and deliver the training, and procuring conference package, the consultant cost should be under category A, and the conference cost should be under category D;</li> <li>CERF does <b>not</b> fund recurrent costs for regular agency operations, such as regular agency security costs, costs associated with MOSS compliance, or contributions to UN common services;</li> <li>Include other costs that cannot be mapped to the expense categories of A through F above.</li> </ul>	<ul style="list-style-type: none"> <li>Provide unit, quantity and unit cost for each line item.</li> </ul>				
<b>Example:</b> Office rental at location XXX at \$1,000 per month for 3 months	month	3	1,000	n/a	3,000
<b>Total Project Direct Costs</b>	This is the sum of budget categories A through G.				
<b>Indirect Project Support Costs (PSC)</b>					
<ul style="list-style-type: none"> <li>Include PSC at headquarters, regional or country level.</li> </ul>	Should not exceed 7% of <u>total project direct costs</u> .				
<b>Total CERF Project Budget</b>	Sum up total project direct costs and indirect project support costs (PSC).				