

Annex 2: Budget Template for Legal Education Reform Programme 2009
(feel free to modify it according to the project needs)

COST	OSCE	Second Donor (if any)	In-kind contribution (minimum 10% of the total project budget)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
Total			

**Total funds requested for the
project implementation:**

Budget Narrative

The budget narrative adds explanation to the budget. Specific details may be clarified, such as instances where unit calculations (e.g. the number of experts multiplied by the number of days worked multiplied by the daily fee.) outnumber the columns in the budget matrix, and thus are not completely reflected. More general aspects of the budget may also be expanded on.

For example, with regard to the **salary budget line**, for each position relating to the project you should include the gross figure that takes into account tax; you should indicate for each position what percentage of time the person will spend working on the project; you should also provide a description of what the roles and responsibilities are for each position. In the event that a member of the proposed project team will also be working on another project or initiative, you should declare this.

Contingency Fund

Because not all project expenditure can always be predicted at the outset of a project, it is acceptable to propose to a donor, the inclusion in the budget of an appropriate contingency fund for unforeseen expenditure. If the donor accepts the contingency fund in the budget, it will be important to receive written approval from the donor for the expenditure of this money before it is spent.

Note: This budget template is developed only for the purposes of the Legal Education Reform Programme. The OSCE Mission has developed standard electronic budget and financial reporting template, which must be used by NGOs for projects funded by the OSCE. The OSCE standard budget template will be provided only to the selected NGOs/project proposals, who will also receive short briefing on how to use it.