ANNEX II: BUDGET

Provide detailed information on the funding requested, including a breakdown per cost category according to the examples indicated in the tables below.

Project Financial Resource Requirements (AZN)	
Staff Costs	
Add Staff Costs Category here	Type AZN figure here
Total for Staff Costs	**Type AZN figure here**
Operational Costs	
Add Operational Costs Category here	Type AZN figure here
Total for Operational Costs	**Type AZN figure here**
Office Costs	
Add Office Costs Category here	Type AZN figure here
Total for Office Costs	**Type AZN figure here**

Total funds requested for the project implementation:	**Type AZN figure here**

In-kind contribution by the Implementing Partner (AZN)	
	Type AZN figure here

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.