**Format for Proposals**

**Budget**

Canadian International Development Agency

200 Promenade du Portage

Gatineau, Quebec

K1A 0G4

Tel:

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Toll free for the hearing and speech impaired only:

E-mail:

**<Project name>**

**Format for Proposals - Budget**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Expenditure Category** | **CIDA** | **Cdn Partner** | **LAC Partner** | **Other** | **Total** |
| **1** | **Salary** |  |  |  | (if applicable) |  |
| 1.1 | (name& rate+benefits x #days) | $0.00 | $0.00 | $0.00 | $0.00 |  |
| 1.2 | (name & rate+benefits x #days) | $0.00 | $0.00 | $0.00 | $0.00 |  |
|  | Total |  |  |  |  | **$0.00** |
| **2** | **Consulting fees** |  |  |  |  |  |
| 2.1 | Advisory Services for (purpose) |  |  |  |  |  |
| 2.1.1 | (name & rate x #days) | $0.00 | $0.00 | $0.00 | $0.00 |  |
| 2.2 | Coordination and administration |  |  |  |  |  |
| 2.2.1 | (name & rate x #days) | $0.00 | $0.00 | $0.00 | $0.00 |  |
|  | Total |  |  |  |  | **$0.00** |
| **3** | **Travel** |  |  |  |  |  |
| 3.1 | Mission to (country) for (purpose) |  |  |  |  |  |
|  | 3.1.1 (name, cost of ticket, itinerary, dates) | $0.00 | $0.00 | $0.00 | $0.00 |  |
| 3.2 | Mission to (country) for (purpose) |  |  |  |  |  |
|  | 3.2.1 (name, cost of ticket, itinerary, dates) | $0.00 | $0.00 | $0.00 | $0.00 |  |
|  | Total |  |  |  |  | **$0.00** |
| **4** | **Meals & incidentals** |  |  |  |  |  |
| 4.1 | (# people x per diem rate x #days & location) | $0.00 | $0.00 | $0.00 | $0.00 |  |
| 4.2 | (# people x per diem rate x #days & location) | $0.00 | $0.00 | $0.00 | $0.00 |  |
|  | Total |  |  |  |  | **$0.00** |
| **5** | **Accommodation** |  |  |  |  |  |
| 5.1 | (# people x rate x #days & location) | $0.00 | $0.00 | $0.00 | $0.00 |  |
| 5.2 | (# people x rate x #days & location) | $0.00 | $0.00 | $0.00 | $0.00 |  |
|  | Total |  |  |  |  | **$0.00** |
| **6** | **Training** |  |  |  |  |  |
| 6.1 | Material |  |  |  |  |  |
| 6.1.1 | e.g. cost of production, printing; | $0.00 | $0.00 | $0.00 | $0.00 |  |
| 6.2 | Room/equipement rental |  |  |  |  |  |
| 6.2.1 | (rate x #days) | $0.00 | $0.00 | $0.00 | $0.00 |  |
|  | Total |  |  |  |  | **$0.00** |
| **7** | **Translation and interpretation** |  |  |  |  |  |
| 7.1 | (rate x #days or #pages) | $0.00 | $0.00 | $0.00 | $0.00 |  |
|  | Total |  |  |  |  | **$0.00** |
| **8** | **Administrative costs** |  |  |  |  |  |
| 8.1 | e.g. long distance phone calls | $0.00 | $0.00 | $0.00 | $0.00 |  |
| 8.2 | other | $0.00 | $0.00 | $0.00 | $0.00 |  |
|  | Total |  |  |  |  | **$0.00** |
|  | **SUBTOTAL :** | $0.00 | $0.00 | **$0.00** | $0.00 |  |
|  | **PROJECT TOTAL :** |  |  | **$0.00** |  |  |

Notes:

1. Categories of costs are indicative and will vary depending on the nature of the project and its activities.
2. Table 2 is intended to provide details of expenditures by category.
3. All expenses are to be reported on in Canadian dollars only.