



# GRANTS INFORMATION 2020 - 2021



## **Fiji Women's Fund Grants Information 2020-2021**

The purpose of the Grants Information Booklet is to provide the women's movement (which includes registered and unregistered women's groups, networks and organisations with information about the grants available through the Fiji Women's Fund from July 2020 to June 2021.

For more information: [www.fijiwomensfund.org](http://www.fijiwomensfund.org)

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# Table of Contents

- Type of Grants: ..... 4**
  - Eligibility criteria..... 5
  - Application process ..... 5
  - Application timeline ..... 6
  - Assessment process..... 6
  
- Sustainability Grants..... 8**
  
- Movement Building Grants ..... 9**
  
- Resilience Grants ..... 10**
  
- Grants Application Forms..... 11**
  - EXPRESSION OF INTEREST FORM FOR SUSTAINABILITY GRANT ..... 11
  - PROPOSAL FORM - SUSTAINABILITY GRANTS..... 15
  - EXPRESSION OF INTEREST FORM FOR MOVEMENT BUILDING AND RESILIENCE GRANTS ..... 26

# Type of Grants

## Sustainability Grants

supports programs and projects that will help enhance gender equality in Fiji. The scope and timeline of these projects can be determined by the intended short-term and long-term outcomes of the program or project. These grants will be available for core costs and long-term activities for registered and unregistered organisations. Maximum funding of FJD 150,000 per year. **Sustainability Grants** will open from 15 November 2020 and close on 4 January 2021.

## Movement Building Grants

supports the organisation and participation in movement building activities that will contribute towards achieving gender equality in Fiji. Maximum funding of FJD 100,000 per year. **Movement Building Grants** will open from 15 November 2020 and close on 4 January 2021. The next call will open on 1 April and close on 30 April 2020

Grants will be available to women's groups and organisations that are willing to:

- Organise an event that contributes towards movement-building for gender equality.
- Participate in a local, regional, or international event that enhances their ability to achieve long-term goals of their group or organisation<sup>1</sup>.
- Access resources as a group or for the capacity development support of an individual member of their organisation. The group or organisation will have to demonstrate how their participation will directly impact the promotion of gender equality by their organisation.

## Resilience Grants

support crisis management or crisis activities in the initial or the recovery period of sudden onset crises. Maximum funding of FJD 50,000 per year. These grants will be open all year round for Fund's current and former grantee partners only.

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<sup>1</sup> The Fund strongly recommends collaborative proposals from diverse partners of the women's movement in Fiji to foster movement building and women's coalition for change.

## Eligibility criteria

You must meet all the following criteria:

- Works from a women's rights and feminist perspective
- Promotes diverse women's<sup>2</sup> rights as their primary mission. (consideration will be given to organisations that do not specifically focus on gender but have women focused projects may occasionally receive support from the Fiji Women's Fund if they work with particularly marginalised groups: for example, women within groups of people with disabilities or women within LGBTQI organisations)
- Governed and led by diverse women in that diverse women must fill 70% leadership roles throughout the various decision-making levels/roles of the organisation (including but not limited to senior decision-making roles).
- Focus on one or more of the Fund's thematic areas:
  - Women's Economic Empowerment.
  - Elimination of Violence against Women and Girls.
  - Women's Coalitions for Change.
  - Women's Leadership and Decision-making.



## Application process

Sustainability Grants:

- Existing grantees will either be invited by the Grants Committee or can submit a letter of expression. If approved by the Grants Committee, they will need to submit a proposal
- New grantees will use the Fund's current 2 step process which calls for the submission of an Expression of Interest (EOI) and written Proposal

Movement Building Grants: submission of EOI

Resilience Grants: submission of EOI

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<sup>2</sup> The definition of diverse women is adopted from the Pacific Feminist Forum Charter (2016): Refer to specific identities and needs of lesbians, bisexual, trans people, intersex people, fa'afafine, leiti, and other non-heteronormative Pacific identities, women with physical disabilities, women with psychosocial disabilities, sex workers, those living with HIV aids, women living in rural and remote places, young women, the girl child, older women, heterosexual women, women in sports and creative industries.

## Application timeline

Sustainability Grants: The grant call will open from November to January; the EOIs are assessed in February, invitations to submit proposals sent in February, proposal assessment in March; selection completed in March.

Movement Building Grants: The grant call is open twice a year from November to January and May. EOIs will be assessed in February and May.

Resilience Grants: The grant is open throughout the year. We will strive to respond to your request within 14 days of your application. However, proposals in languages other than English may require additional time for translation.

Once a grant has been approved, the amount requested will be delivered within 10 days.

## Assessment process

The Grants Committee will assess EOIs and Proposals for Sustainability Grants and Movement Building Grants using the current Fund's assessment templates<sup>3</sup>.

The Fund Program Team including the Senior Program Manager, Program Officers, MEL Coordinator and the Fund Manager will assess the expression of interest for Resilience Grants. The Fund will have a rotating panel from the Grants Committee, sister funds or the women's movement to provide independent feedback on proposals. The person should be committed to providing their assessment in a short turnaround time given the Resilience Grant requires an expedited response.

## Expressions of Interest

The Fund team provides an initial assessment of EOI forms submitted using Fund Team initial EOI Assessment Criteria and advises the Grants Committee. The Grants Committee then appraises the EOI against the criteria for eligibility and selection by using the Grants Committee EOI Assessment Form.

Each EOI is given a score by the Grants Committee. These scores then provide direction to the Grants Committee on making one of the three decisions: Approved, Not Approved, or Under Consideration.

- **Approved**: Organisations, networks or groups whose EOIs are approved will be invited to submit full proposals. The Fund team will also provide necessary support during the proposal writing phase.
- **Not Approved**: The Fund will notify organisations, networks or groups whose submissions were not approved and will provide feedback.
- **Under Consideration** (*only applicable to sustainable grants*): These EOIs will be returned with queries or issues for clarification. In some cases, applicants may be invited to undertake minor revisions that may lead to the invitation to submit a full proposal OR resubmit at a later date, pending further capacity development support from the Fund.

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<sup>3</sup> <https://fijiwomensfund.org/about-us/key-fund-documents/>

## Proposal

The Grants Committee appraises each proposal against the criteria for eligibility and selection using Proposal Assessment Form. (page xx) Each proposal is given a score by the Grants Committee. These scores then provide direction to the Grants Committee on making one of the two decisions: Successful or Unsuccessful.

Successful: For proposals that have been approved by the Grants Committee, the Fund team will liaise with the grantee to address any specific feedback and recommendations from the Grants Committee. The Fund team then prepares a grant agreement and plans any relevant capacity development trainings. During the preparation of the grant agreement, the Fund team will conduct a review of the governance and financial management systems, undertake a due diligence check and begin other capacity development assessments to inform future support as needed.

Unsuccessful: The Fund will notify organisations, networks or groups whose submissions were not successful to provide feedback.

# Sustainability Grants

Grants that are used to support programs and projects that enhance gender equality in Fiji. The scope and timeline of these projects can be determined by the intended short-term and long-term outcomes of the program or project. These grants will be available for core costs and long-term activities for registered and unregistered organisations. Maximum funding of FJD 150,000 per year. Grantees can be small, emergent, and rurally based organisations who have not previously had experience with DFAT or other donors and are established, registered organisations with previous grant experience.



## Application Process

- New applicants will need to submit an EOI and Proposal.
- Existing grantee partners of the Fund will only submit a proposal and due diligence.

### Step 1: Prepare an expression of interest (EOI)

The EOI Form (page 14) helps the Fund learn about the organisation, its strategies, priorities and programs. Submission of the EOI Form can be done through email, mail or hand delivery. Where applicable, the Fund will offer the choice of audio-visual applications.

### Step 2: Prepare a proposal and project budget

Women's groups, organisations and networks whose EOIs have been approved by the Grants Committee will be invited to submit a full proposal. Proposal Form (page 18) requires potential applicants to provide details of the proposed project details, crosscutting themes, monitoring and evaluation, financial management, work plan and budget, and capacity development support. Support to develop full proposals will be provided by the Fund on an as-needed basis.

Budgets should reflect actual costs related to the delivery of the proposed program and can cover overheads, program activities, staff costs, travel, training and capacity development and visibility and communications activities.

## Application Timeline

- **New applicants:** A duration of 5 months is anticipated for the whole process.
- **Existing Grantees Partners:** A duration of 3 months is anticipated for the whole process.

## Assessment Process

The Grants Committee assesses both the EOI and the Proposals.



## Movement Building Grants

Movement Building Grants support the organisation and participation in movement building activities that will contribute towards achieving gender equality in Fiji. Maximum funding of FJD 100,000 per year.

Grants will be available to women's groups and organisations that are willing to:

- Organise an event that contributes towards movement-building for gender equality.
- Participate in a local, regional, or international event that enhances their ability to achieve long-term goals of their group or organisation.
- Access resources as a group or for the capacity support of an individual member of their organisation.

The group or organisation will have to demonstrate how their participation will directly impact the promotion of gender equality by their organisation. These activities should contribute towards key national, regional and international convening's for example Commission on the Status of Women, Beijing+25, Convention on the Rights of Persons with Disabilities, Pacific Islands Forum Secretariat Leaders meetings.



### Application Process

#### Expression of interest (EOI)

The EOI Form (page 29) helps the Fund learn about the organisation, its strategies, priorities and programs. Submission of the EOI Form can be done through email, mail or hand delivery. Where applicable, the Fund will offer the choice of audio-visual applications.

Budgets should reflect actual costs related to the delivery of the proposed program and can cover overheads, program activities, staff costs, travel, training and capacity development and visibility and communications activities.

#### Application Timeline

A duration of 3 months is anticipated for the whole process.

#### Assessment Process

The Grants Committee assesses the EOIs.

## Resilience Grants

Resilience grants support crisis management or crisis activities in the initial or the recovery period of sudden onset crisis. Maximum funding of FJD 50,000 per year. These grants are only open to the Fund's current and former grantee partners.

### Application Process

The expression of interest (EOI) forms (page 29) for resilience grants will be available all year round on the Fund's website.

### Application Timeline

A duration of 1 month is anticipated for the whole process.

### Assessment Process

The Fund Program Team including the Senior Program Manager, Program Officers, MEL Coordinator and Fund Manager will assess the EOI. The Fund will have a rotating panel from the Grants Committee, sister funds or the women's movement to provide independent feedback on proposals.



# Grants Application Forms

## EXPRESSION OF INTEREST FORM FOR SUSTAINABILITY GRANT

To be filled by new applicants only

### Information for Applicants

Expressions of Interest helps us to learn more about your organisation's strategies, priorities and programs. Please note that although submitting an EOI form is the first step in applying for funding, it does not guarantee an invitation to submit a grant proposal.

Contact Information		
<b>Organisation / Network / Group Name:</b>		
<b>Date established:</b> <i>(these can include registration details as a club/ group with any statutory body like a Ministry or Registrar of Charitable Trust/ Companies)</i> <b>Registration number:</b> <i>(If available)</i>		
<b>Physical location of organisation head office /network/group:</b>		
<b>Telephone:</b>		
<b>Email address:</b>		
<b>Website (if available):</b>		
<b>Social Media links (if available)</b>		
	<b>Organisation Contact Person 1</b>	<b>Organisation Contact Person 2</b>
<b>Name:</b>		
<b>Phone:</b>		
<b>Email address:</b>		

## About the Organisation

Please provide background information about your organisation

Mission & Vision:

Description of Key Past Achievements:

Current Programs/Projects, target groups and locations:

List the leadership of your group (President, Board and Management, Staff etc.).

– Name	– Position /Title	– Sex (M/F)
–	–	–
–	–	–
–	–	–
–	–	–

(You may add more rows to the table above if needed)

Briefly explain how your Management Board or Governance Board of your organisation makes decisions (i.e. voting, collective agreement, formal meetings etc.)

List names of the organisations, networks and/or alliances your group works with.

– Name of Partner Organisation	– Contact Person /Address / Email address	– Nature of Collaboration
–	–	–
–	–	–
–	–	–
–	–	–

(You may add more rows to the table above if needed)

## Budget

Amount requested from Fiji Women's Fund

FJD

Please list the names of your past and current funders for the past two – three years

Current Funder	Past Funder	Name and Contact Details	Project Title	Budget

(You may add more rows to the table above if needed)

## Proposed Activity or Program Details

Description of the problem you are trying to address, target area, target group and stakeholders. Please limit your response to 300 words

List activities and strategies that will be implemented under this project. Please limit your response to 500 words.

Describe how your proposed project will build agency such as skills, knowledge, capabilities, self-esteem, confidence and aspirations of target group.

Please limit your response to 100 words.

Describe how your proposed project will change relations especially power relations in families, communities and social networks

Please limit your response to 100 words.

Describe how your proposed project will transform structures that are discriminatory such as values, traditions, cultures, laws, policies, procedures and services

Please limit your response to 100 words.

**You must submit the following document/s:**

<b>Documentation</b>	
Registered Organisation	Unregistered Organisation
<p>registration of the organisation under Register of Companies or Ministry of Women, Children and Poverty Alleviation/Department Social Welfare or Ministry of Youth and Sports</p> <p>audited accounts of previous financial year</p> <p>latest annual report</p> <p>support letter from board / government partner / referee</p>	<p>two support letters referee</p> <p>Copy of Monthly Activity report submitted to Ministry of Women, Children and Poverty Alleviation /donor</p>

## Sustainability Grant Proposal Form

Organisation Name:

Project Title:	
Total Grant Request Amount:	
Project Start Date:	
Project End Date:	
Location(s) of the activity(ies):	
Project objective(s):	<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>
<p>I declare that the information contained in this application form is a true representation of the organisation and our intentions.</p> <p>Signature of Organisation Head (Coordinator/CEO/ExecutiveDirector).....</p> <p>Name.....</p> <p>Title .....</p> <p>Date .....</p>	

### About the Organisation

<b>Please provide background information about your organisation</b>
<b>Mission &amp; Vision:</b>
<b>Description of key past achievements:</b>
<b>Current Programs /Projects, target group and locations:</b>

**List the leadership of your group ( President , Board and Management etc)**

Name	Position/Title	Sex (M/F)
1		
2		
3		

*(you may add more rows to the table above if needed)*

**Briefly explain how your Management Board or Governance Board of your organisation makes decisions (i.e voting , collective agreement , formal meetings etc)**

**If “yes”, please explain:**

**List names of the organisations, networks and /or alliances your group works with.**

Name of Partner Organisation	Contact Person/ Address and contacts	Nature of Collaboration
1		
2		

*(you may add more rows to the table above if needed)*

**Financial Information of the Organisation**

**Does the organisation have a bank account in the organisation’s name?**

*If you answered “Yes”, please complete the following:*

**Name of Bank:**

**Address of Bank:**

**Bank Account Name:**

**Account Number:**



**Write in the table below the Organisation's annual budget for the last two years. Please include with this application the latest financial audit report of the organisation. (Attachment 2)**

Year	Amount in FJD	Source of funds	Purpose of funding

**Does the organisation have and follow written transparent financial and administrative rules and regulations? Please provide more details. For example, Financial Policy, HR Policy**

### About the program

#### Context and Problem Analysis (300 words)

**Describe your analysis of the problem, the context and its gender dimensions and how it affects women and girls in particular.**

#### Program Description (500 words)

**Describe your strategies and activities and how each one will contribute to the objectives of your project /program**

**Describe how your proposed project will build agency such as skills, knowledge, capabilities, self-esteem, confidence and aspirations of target group.**

**Describe how your proposed project will change relations especially power relations in families, communities and social networks**

**Describe how your proposed project will transform structures that are discriminatory such as values, traditions, cultures, laws, policies, procedures and services**

**Describe any major risks and/or challenges you expect to encounter and how you plan to manage them. Please be specific.**

#### Program Outcomes (200 words)

**What outcomes do you expect to achieve by the 6-month mark? What outcomes do you expect to achieve by the 12-month mark? Please use Annex 1 Project Design and Monitoring Plan**

**Target Group (200 words)**

Describe your target group for this specific project.

Has the target group participated in planning this project? Please explain how the target group participated.

Would the target group be involved in implementing this project, In what ways?

**Networking and Coordination (200 words)**

Describe the key networks/stakeholders/groups/communities with which you will partner with for the implementation of your proposed program and explain why you work with them.

Historically, how have these key networks/stakeholders/groups engaged with the program issue area?

How do you anticipate working collectively with these networks/stakeholders/groups?

How do these partnerships complement or build upon previous efforts/initiatives?

Please attach the letters of support from these organisations. (Attachment 3)

Your project may address one thematic area or a combination of these thematic areas of the Fiji Women’s Fund. In the second column below, give an explanation of how your project addresses the thematic area/s. Please select the thematic area/s that are most relevant to your project.

<b>Fiji Women’s Fund Thematic Areas</b>	<b>This project will address the thematic area by:</b>
Eliminating violence against women	
Empowering women through increased economic opportunities	
Improving women’s participation in leadership and decision-making	
Strengthening women’s groups and coalitions for change	

List below 2 of your organisation's professional referees, preferably previous/current donors or other organisations worked within the last 2 years. Submit Reference Letters from these 2 professional referees with this application (Attachment 4).

Name of Referee	Full contact address (physical address, phone, email)
1.	
2.	

**Work Plan**

Insert the titles of all the activities you propose to do in this project, and mark with an X to show when the activities are planned. Some activities will be finished in one quarter while others may take longer, so you can add X to show duration. Please add lines if needed.

No	Activity Description	Timeframe			
		Q1	Q2	Q3	Q4

## Budget

You must submit this annex using Microsoft Excel

Organisation Name:

Project Name:

Project Start Date/End Date

Total Budget FJD \$

Code	Expenditure	Unit day/month/ quarter/year/ one- off/ongoing	Cost per unit	Quantity/ Frequency	Total Requested Budget	Narrations
<b>1.0</b>	<b>Overhead Costs</b>					
	<b>Subtotal</b>				\$ -	
<b>2.0</b>	<b>Activity 1</b>					
	<b>Subtotal</b>				\$ -	
<b>3.0</b>	<b>Activity 2</b>					
	<b>Subtotal</b>				\$ -	
	<b>Grand Total</b>				\$ -	
<b>Budget Certification</b>						
<b>Approval &amp; Signature by Head of Organisation:</b>						
<b>Name</b>						
<b>Title/Position</b>						
<b>Date</b>						

## Budget

You must submit this annex using Microsoft Excel

Organisation Name:

Project Name:

Project Start Date/End Date

Total Budget FJD \$

Code	Expenditure	Unit day/month/ quarter/year/ one- off/ongoing	Cost per unit	Quantity/ Frequency	Total Requested Budget	Narrations
<b>1.0</b>	<b>Overhead Costs</b>					
	<b>Subtotal</b>				\$ -	
<b>2.0</b>	<b>Activity 1</b>					
	<b>Subtotal</b>				\$ -	
<b>3.0</b>	<b>Activity 2</b>					
	<b>Subtotal</b>				\$ -	
	<b>Grand Total</b>				\$ -	
<b>Budget Certification</b>						
<b>Approval &amp; Signature by Head of Organisation:</b>						
<b>Name</b>						
<b>Title/Position</b>						
<b>Date</b>						

**Project Design and Monitoring Plan**

**Project Name:**

**Goal(s):**

**Duration:**

**Date of commencement:**

**Anticipated date of completion:**

<b>Planned Activities (what you will do)</b>	<b>Outputs (what you will produce)</b>	<b>Short-term outcomes (changes in the short-term)</b>	<b>Monitoring tools (tools you will use to monitor change)</b>	<b>Medium – Long-term outcomes (changes in the medium to long-term)</b>	<b>Monitoring tools (tools you will use to monitor change)</b>	<b>Assumptions/ risks (optional)</b>

### List of Project Staff

List the names of staff from within your organisation who will work on the project. If your plan is to hire staff after your application is successful, fill in the second table. You may add additional rows to the table below as you need. Do not provide incomplete information.

#### Project Staff already present within organisation

Staff Name	Position	Description of Role in project	Has the staff member received training in Gender and Human Rights? If so, provide the following: name of training, name of trainer/training institute, date and place of training.

#### Project Staff to be hired

Position	Description of Role in project	Qualifications expected

## Capacity Building Support

### Background and vision of your group

Do you receive any support such as financial or in-kind support from other organisations or networks? Please limit your response to 100 words.

List three top areas you feel your organisation has strengths in. Please limit your response to 100 words.

Has your organisation undergone a capacity needs assessment? If yes, please provide the findings of the assessment. Please limit your response to 100 words.

### Request for capacity building support

What are the capacity limitations you face as an organisation? Please limit your response to 100 words

Are these limitations impacting on the organisation or particular projects and programs? Please limit your response to 100 words.

Do the limitations have the potential to impact on activities funded through the fund? Please limit your response to 100 words.



Have you received any capacity building support? If yes, please provide details on the types of support given, who provided the support, length of support and who in your organisation/network received the support. Please limit your response to 100 words.

Who will participate/benefit from the requested capacity building support? Please limit your response to 100 words.

What kinds of capacity building activities would best suit your needs? Please list in terms of priority – top priority is No. 1.

Priority 1:

Priority 2:

Priority 3:

Outline a timeline for this support.

EXPRESSION OF INTEREST FORM FOR MOVEMENT BUILDING AND RESILIENCE GRANTS

Contact Information		
<b>Organisation / Network / Group Name:</b>		
<b>Date Established (if applicable)</b>	<b>List the leadership of your group (President, Board and Management, Staff etc.).</b>	
<i>include registration details as a club/ group with any statutory body like a Ministry or Registrar of Charitable Trust/ Companies)</i>		
<b>Head Office Location:</b>		
<b>Telephone:</b>		
<b>Email address:</b>		
<b>Website (if available):</b>		
<b>Social Media links (if available)</b>		
	<b>Organisation Contact Person 1</b>	<b>Organisation Contact Person2</b>
<b>Name:</b>		
<b>Email address:</b>		
<b>Phone Contact:</b>		
About the Organisation		
<b>Please provide background information about your organisation</b>		
<b>Mission &amp; Vision:</b>		
<b>Description of Key Past Achievements:</b>		
<b>Current Programs/Projects, target groups and locations:</b>		

– Name	– Position /Title	– Sex (M/F)
–	–	–
–	–	–
–	–	–

(You may add more rows to the table above if needed)

Briefly explain how your Management Board or Governance Board of your organisation makes decisions (i.e. voting, collective agreement, formal meetings etc.)

List names of the organisations, networks and/or alliances your group works with.

– Name of Partner Organisation	– Contact Person /Address / Email address	– Nature of Collaboration
–	–	–
–	–	–
–	–	–
–	–	–

(You may add more rows to the table above if needed)

## Budget

Amount requested from Fiji Women's Fund Please fill annex 2 below in excel as a detailed budget	FJD
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Please list the names of your past and current funders for the past two – three years

Current Funder	Past Funder	Name and Contact Details	Project Title	Budget

(You may add more rows to the table above if needed)

**Proposed Activity or Program Details**

**Please further describe activity details in annex 1 workplan below**

**Description of the problem you are trying to address, target area, target group and stakeholders.  
Please limit your response to 300 words**

**List activities and strategies that will be implemented under this project. Please limit your response to 500 words.**

**Describe how your proposed project will build agency such as skills, knowledge, capabilities, self-esteem, confidence and aspirations of the target group.  
Please limit your response to 100 words.**

**Describe how your proposed project will change relations especially power relations in families, communities and social networks  
Please limit your response to 100 words.**

**Describe how your proposed project will transform structures that are discriminatory such as values, traditions, cultures, laws, policies, procedures and services  
Please limit your response to 100 words.**

## Documentation

You must submit the following document/s:

Registered Organisation	Unregistered Organisation
<p>registration of the organisation under Register of Companies or Ministry of Women, Children and Poverty Alleviation/Department Social Welfare or Ministry of Youth and Sports</p> <p>audited accounts of the previous financial year</p> <p>latest annual report</p> <p>support letter from board / government partner / referee</p>	<p>two support letters referee</p> <p>Copy of Monthly Activity report submitted to the Ministry of Women, Children and Poverty Alleviation /donor</p>

## Work Plan

Insert the titles of all the activities you propose to do in this project, and mark with an X to show when the activities are planned. Some activities will be finished in one quarter while others may take longer, so you can add X to show duration. Please add lines if needed.

No	Activity Description	Timeframe			
		Q1	Q2	Q3	Q4

## Budget

You must submit this annex using Microsoft Excel

Organisation Name:

Project Name:

Project Start Date/End Date

Total Budget FJD \$

Code	Expenditure	Unit day/month/ quarter/year/ one- off/ongoing	Cost per unit	Quantity/ Frequency	Total Requested Budget	Narrations
1.0	Overhead Costs					
	Subtotal				\$ -	
2.0	Activity 1					
	Subtotal				\$ -	
3.0	Activity 2					
	Subtotal				\$ -	
	Grand Total				\$ -	
<b>Budget Certification</b>						
<b>Approval &amp; Signature by Head of Organisation:</b>						
<b>Name</b>						
<b>Title/Position</b>						
<b>Date</b>						

