



Budget Template

**User Guide**

In order to complete the budget proposal

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## Purpose of the Handbook

This document provides guidance on how to complete the initial grant budget using the budget templates provided by Enabel.

These templates help to capture all the financial and general information necessary for the budgetary analysis of the proposed action.

Each Excel file includes, at this stage, three sheets:

- The "Budget" sheet
- The "General Information" sheet
- A "Sample Budget" sheet showing a sample completed budget.

The completed file, in the event of the signing of a subsidy agreement, will be supplemented later by other sheets for the financial report.

# 1 Budget Template

At the proposal stage, two budget sheets must be completed and submitted for validation:

- The "General Information" sheet: This sheet provides basic information about the bidder, the proposed action and its budget. Some information is automatically generated from the Budget worksheet and should not be changed. Fill only the cells with a light green background color.
- The "Budget" Sheet: The Budget Sheet includes a budget structure template designed to capture the detailed financial resources needed for the action. Fill in only cells without background color.

There are two versions of the Excel file:

1. The version that does not detail the allocation per budget line of the bidder's contribution that would be required in the guidelines of the call for proposals.
2. The version that details the allocation of the bidder's contribution by budget line.

Only one of the two versions (of your choice) of the Excel file must be completed and submitted.

## 1.1 Budget sheet without details of the bidder's contribution

### 1.1.1 Total budget of the action

The budget to be detailed in this sheet is the total budget of the action. If a contribution from the tenderer is required in the grant call guidelines, as an integral part of the budget, it must be included in the budget.

**The Total Cost will therefore be the amount of the subsidy requested + any contribution.**

The amount of the contribution will be specified in the "General Information" sheet.

No columns showing the allocation by budget line item of the contribution should be added to this budget format.

### 1.1.2 Structure du Budget

The budget is composed horizontally of three main components:

- A. **Operational costs** : Costs that are necessary and indispensable to achieve the objectives and results of the action.
- B. **Management costs** : Identifiable costs related to financial management, supervision, coordination, monitoring, control, reporting, evaluation and auditing.
- C. **Structural costs** : Costs related to the achievement of the beneficiary's corporate purpose, not directly identifiable or attributable to the budget of this action.

Vertically, the budget consists of the following columns:

- **Column B:** The letter (A, B and C) corresponding to the cost category (A: Operational costs, B: Management costs and C: Structural costs)
- **Column C:** The hierarchical classification codes in the budget tree. These codes must follow an ascending order. The maximum level allowed is 3 digits (e.g. 1.1.1 which, in the context of the Operational Costs section, represents the first cost line of activity 1 of Output number 1.
- **Column D:** Cost Title
- **Column E:** The unit of cost. It should show how you express the unit cost
- It can be man-month, man-day, month, days, units, tender, flights, travel (or travel, depending on the context), people, contract, liter.  
The "Package" unit is not allowed  
*Example: the salary of an expert will be expressed as a monthly unit cost; unit = month.*
- **Column F:** Qty is the quantity of the unit specified in column E.
- **Column G:** Unit Cost: The cost of a unit.
- **Column H:** the % of allocation of this cost to the activity concerned.  
*Example. The expert will devote half of his time to activity 1 and the other half to activity 2. The % allocation of its cost line will therefore be 50% for activity 1 and 50% for activity 2.*
- **Column I:** Automatically calculated, represents the Total Cost for this budget line.
- **Column K to N:** concerns the planning of the implementation of the budget line during the first year of the project's implementation.  
Q1 represents Quarter 1 of the project execution period (and not the calendar quarter from January to March unless the project starts in January). Q2 represents the 2nd quarter of the project execution period, Q3 the 3rd quarter and Q4 the 4th quarter.
- **Column O and following** are intended for planning the 2nd and subsequent years of project implementation. If the project has a 24-month implementation period, only column O (Y2) will need to be completed.
- **Column S:** Check is used to control that all costs on the budget line have been fully planned. It must be equal to o.

## 1.2 Budget worksheet with details of the bidder's contribution

### 1.2.1 Total budget of the action and charging

The budget to be detailed in this sheet is the total budget of the action. For each budget line completed, the tenderer must indicate, in the columns provided for this purpose, whether the cost is charged to the subsidised part of the action (column J) and/or to the tenderer's own contribution (column K).

### 1.2.2 Budget Structure with Contribution Details

Horizontally, this version of the model does not differ from the model without contribution details. The same three headings are present (Operational Costs, Management Costs and Structural Costs).

Vertically, columns **B to I** are identical to the model without detailed input.

- **Column J:** Indicate the amount of the Total Cost of the budget line that will be supported by the Enabel grant. This can be all or part of the total cost of this budget line.
- **Column K:** Indicate the amount of the Total Cost of the budget line that will be supported by the bidder's contribution. This can be all or part of the total cost of this budget line.
- **Column M to P:** concerns the planning of the execution of the budget line during the first year of the implementation of the project.  
Q1 represents Quarter 1 of the project execution period (and not the calendar quarter from January to March unless the project starts in January). Q2 represents the 2nd quarter of the project execution period, Q3 the 3rd quarter and Q4 the 4th quarter.
- **Columns Q and following** are intended for planning the 2nd and subsequent years of project execution. If the project has a 24-month implementation period, only column O (Y2) will need to be completed.
- **Column U:** Check is used to check that all the costs of the budget line have been fully planned. It must be equal to 0.

## 1.3 General Information Sheet

This sheet provides basic information about the bidding structure, the project, and the proposed budget.

The cells to be filled are only those with a light green fill.

The other cells are automatically generated from the Budget worksheet and should not be changed.

Left side of the sheet:

- **Call for proposals reference:** The number in the Call for Proposals Guidelines.
- **Planned Start Date:** Enter the expected start date for the project implementation
- **Planned End Date :** Enter the expected end date for the project implementation.
- **Project Duration (Months):** Indicate the number of months the project will be implemented.
- **Organization name :** Enter the full name of your organization.
- **Type of organization :** Select the legal status of your organization from the drop-down menu, which includes three possibilities: "public, private non-profit, private for-profit."
- **Action Title :** Enter the title of the action as it appears in your proposal

Central part of the sheet:

Only in the version without detailed contribution.

- **Total amount of own contribution made :**
  - o If a contribution is required, indicate the total amount anticipated.
  - o The percentage of this contribution must be in accordance with the guidelines of the call for projects.
  - o The entire contribution must be justified and included in the financial reports.

## **1.4 Sample Budget Sheet**

This sheet shows an example of a completed budget, illustrating how the different lines should be completed.

It serves as a reference for structuring, the expected level of detail and the distribution of costs by activity, type of expenditure and period.

This sheet is provided for illustrative purposes only and may be deleted once your own budget is fully completed.

## 2 Rules for allocating costs according to their category

### 2.1 Operational costs

#### 2.1.1 Result/Output and Activities

In the context of the operational budget, the structure is based on the outputs and activities described in the proposed action (Annex I) of the grant. Add as many activities and outcomes as you need and make sure that all the activities and resources needed to execute the action are budgeted.

To add a budget line to an activity: Select the blank line (the last one before the title of the next activity), and right-click on "Insert". Then adapt the hierarchical classification code in column C and the letter in column B.

To add an Activity to a Result, the easiest way is to select the rows of the last Activity including the last blank row → "copy". Then, select the subtotal row of the activity that has just been copied and, via the right click, choose "Insert copied cells". The hierarchical classification codes of the last activity will then have to be adapted.

Example: To add Activity 4 to Outcome 1:

- Copy the rows for activity 3 (lines 25 to 32), which includes the activity subtotal row and the blank row.
- Select line 25 and "Insert copied cells" via right-click.
- Change the hierarchical classification codes of the former Activity 3 to Activity 4.

To add a Result: Select all the rows in a result, including at least one activity and its rows (as well as the last blank row). Select the "General Medium" line and then, via the right click, choose "Insert copied cells". Then, adapt the hierarchical classification codes of the rows of the new Result and the "General Means" part.

There is no limit to the number of budget lines per activity. Given the budgetary flexibility allowed<sup>1</sup> within an activity, it is recommended for greater clarity to avoid grouping different expenses on a single line. Example: organization of a conference, use a line by type of cost: plane, room rental, interpretation, catering, etc.

#### Additional rules:

- Human resources costs

If the percentage of allocation is not 100%, the time allocation must be justified by a timesheet.

- Sub-Grant

In the budget, please enter each sub-grant as a separate line item, with the expected disbursement for each detailed period. If sub-grants are allowed under this grant, mention

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<sup>1</sup> See infra 2.1.7: budget changes



the objective and the targeted beneficiaries and describe the sub-grant process in Annex I of the grant agreement (narrative action proposal). Note: the maximum amount of an individual sub-grant is €60,000.

- Travel expenses and Per diem

Staff travel costs budgeted in the activity include airfare, local transportation, accommodation, and per diems. These costs will be reimbursed in accordance with the approved and applicable regulations within the organization.

- Consultancy

The preferred way to enter the requested budget for individual consultants is to express the fee as a daily rate multiplied by the number of days.

### **2.1.2 General resources**

The last "Result" will always be related to the General Means. These are the resources that are essential to the implementation of the action but cannot be allocated directly to a result because they concern the operational action as a whole.

Examples:

- Staff in charge of the implementation of multiple activities, multiple outputs, or the entire project.
- Support staff recruited specifically for the action, such as accountant, administrative assistant, driver, etc.
- Travel expenses of the above-mentioned staff: airfare, local transportation, accommodation and per diem reimbursements will be made in accordance with the organization's internal regulations.
- The vehicles needed for the whole action. NB. The added value of the purchase of a vehicle compared to the lease must be demonstrated.
- Computer equipment for the staff mobilised for the implementation of the action.
- Furniture intended for the personnel intended for the implementation of the action.
- Office rental costs, or the share of occupancy costs in existing offices, including maintenance costs, when these are directly related to the implementation of the results (e.g., office located in the intervention area).
- Consumables and supplies essential for the implementation of the action
- Costs related to a vehicle (fuel, maintenance, insurance) if its use is directly related to the results.
- Telephone and Internet access costs.
- Bank fees related to the opening of a specific account required as part of the grant. Not eligible if the account is not dedicated specifically to the action.

## **2.2 Management Costs**

Management costs are identifiable costs related to management, supervision, coordination, monitoring, control, reporting, evaluation and financial audit, which arise specifically from the implementation of the action or the justification of the grant.

### **2.2.1 Human resources**

Staff should be budgeted in the same way as staff charged to Operational Costs: percentage of allocation justified by a timesheet. Travel and daily allowances for these human resources are to be included in this part of the budget.

Coordination Team: The coordination staff oversees and controls the activities related to this grant.

Administrative and financial staff: the staff responsible for managing and controlling the financial and administrative staff budgeted from the operational budget.

Monitoring and Evaluation Staff: Monitoring and evaluation staff are responsible for monitoring the progress of the project and evaluating its impact.

Travel and per diems: These costs must be detailed and in accordance with the organization's internal regulations.

### **2.2.2 Operating costs**

This section is only for human resources costs budgeted in the management costs.

### **2.2.3 Monitoring & Evaluation & Capitalization & Audit**

Evaluations and audits should only be budgeted if they are required by the recipient organization itself. Enabel will also carry out an evaluation (and/or audit) of this grant at its closure, which should not be budgeted in the context of this grant.

## **2.3 Structure Costs**

### **2.3.1 Structure Costs**

Structural costs are costs related to the achievement of the social objective of the beneficiary. Although they may be influenced by the implementation of the action, they are neither directly identifiable nor imputable specifically to the budget of that action.

The structural costs are calculated by applying a percentage — up to a maximum of 7 % — to the total amount of budgeted operational costs.

This percentage may be revised downwards after verification by Enabel of the average of the last two years of the ratio between the operating expenditure of the tendering structure and the total amount of its expenditure. This calculation will be made on the basis of the audited annual accounts for the last two years, which must be attached to the submission file.

If this ratio is greater than or equal to 7%, the percentage applied will remain at 7%.

If the ratio is less than 7%, it is this actual ratio that will be used to determine the eligible structural costs.

## 3 Planning and Budget Modification

### 3.1 Expenditure planning

When preparing your initial budget, it is important to plan your expenses accurately to ensure effective financial management throughout the grant period.

Start by breaking down your projected costs by quarter for the first year of execution. Thereafter, extend your forecasts to annual periods so that you have a clear overview of your financial needs until the end of the grant contract.

Make sure that your estimates are in line with the timeline and objectives of the action and provide sufficient resources to close the grant properly. For example, in some cases, you may need to consider allocating additional time to an accountant or project manager during the closing period to ensure administrative reporting and close-out.

If your grant includes sub-grants, incorporate them into your projections for the relevant budget line and make sure you allocate enough time for reporting them as a funder.

#### Instalments and 75% rule

After the signature of the subsidy contract and the receipt of a request for payment in accordance with the regulations, a first instalment will be paid. The amount will be determined based on your budget planning.

The next instalment can only be released when 75% of the expenditure of the previous instalment, including the amounts paid under sub-grants, has been duly justified and considered by Enabel as eligible.

The budget forecasts will need to be updated each financial reporting period to reflect any changes and to ensure ongoing financial compliance.

### 3.2 Budget amendment

In the implementation of the subsidised action, the beneficiary-contractor may not redefine or modify the action or the objectives as described in Article 1 and Annex I. These modifications must be the subject of an amendment to the agreement.

Nevertheless, budgetary flexibility is allowed without the need for an amendment in the following cases:

- Change in Results not resulting in a change of more than 15% of the amounts initially planned.
- Modification between Activities of the same Profit that does not result in a variation of more than 25% of the amounts initially planned.

Transfers between operational costs (A) and management costs (B) are not allowed without an amendment.

Changing the percentage set for the structural costs (C) is not permitted.

NB. The General Means included in the Operational Costs are considered as a result and therefore subject to the 15% rule.