**Budget Checklist**

# General

[ ]  All amounts must be indicated in US Dollar – not in the national currency.

[ ]  Requested grant is not higher than USD 30,000.

[ ]  Requested grant does not exceed 65% of the total budget for the project.

[ ]  Please be aware that overheads/lump sums are not eligible. Therefore, please break down costs as much as possible.

[ ]  All descriptions are written in English, Spanish or French and are understandable.

[ ]  The budget form is submitted as an excel document.

[ ]  Please check that all sums are calculated correctly.

[ ]  The proposed costs must be realistic within the local context and will be checked. Any excessive, unrealistic or unjustified estimation will exclude the project from financing.

[ ]  All costs must be strictly necessary for the achievement of the objectives of the project

[ ]  If you use external contractors or procurement, please confirm that your procurement policy echoes that of the UN, e.g. 3 quotes and best value option is chosen. This should be reflected in the fifth section of the Application Form.

[ ]  The Banking Information Form is submitted as a separate document and is up to date.

# Human Resources

[ ]  The salaries are indicated in moths or per diem fees.

[ ]  The costs for human resources do not exceed 30% of the project costs.

# First-time Grantees

[ ]  The costs for an audit procedure are indicated in the budget.