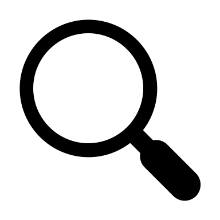
**Budget Checklist**

# 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.