



DELTA Africa II Public Engagement with Science Grant Budgeting - General Budget Guidelines

The budget is necessary to complete the activities described in the grant proposal. Applicants interested in this grant should prepare a budget in United States Dollars (USD) alongside a brief budget narrative as part of the proposal. In the narrative, please, describe and provide justification for each category in the budget item.

Applicants should ensure they indicate the timeline applicable for the budget, ensuring it aligns with the timeline as per the proposal.

Please submit the budget in Microsoft Excel. A budgeting template in Microsoft excel format has been provided and should be downloaded for this purpose.

Please ensure all expenses should be itemized under the correct cost category. The costs below are ineligible:

1. Conference attendance
2. Equipment
3. Per diem and any other unaccounted-for costs

Applicants can request up to US \$25,000 on the following costs:

Personnel Costs

The budget will include personnel who directly support the programme, the level of effort (FTE) will be indicated as a percentage of actual salaries paid and applicable institutional benefits for the positions included in the budget request.

Travel Costs

Travel shall include a breakdown for accommodation, air travel, ground transfers, meals during travel, Visas, and other travel-related expenses. The air travel shall be strictly budgeted for economy class, regardless of institutional guidelines/exceptions.

Research costs

Other research-related costs applicable for this grant excluding the afore-listed ineligible costs.

Materials and Consumables

These are costs for consumable items to be used directly while conducting the scope of work for the award.

Capital Costs/Equipment

This is not applicable for this grant.

Institutional overheads

These should not exceed 15% of the full award amount. These costs cover all direct and indirect administrative costs for managing the grants within the host institutions.

- Direct programme support costs include but are not limited to; monitoring and evaluation costs, office supplies, stationery, direct utility bills, direct rental spaces, grant required audits etc.
- Indirect programme support costs consist of costs incurred centrally for the benefit of common or joint objectives for the Institution that ultimately benefit all programmes. They are not directly related to any



single project or activity but are a necessary part of the costs of undertaking the project or activity. They include cost categories such as:

- Central Support Functions (CSF) costs – these are costs of functions or departments that provide services across the Institution they include, finance, legal, human resources, IT and software, office administration, communications etc Estate and Premises – these are costs of buildings and utilities for operating the Institutions physical locations. They include rent, on, repairs, insurance, security etc Office Consumables – these are costs of items used up in the office operations. They include printing, kitchen supplies etc Governance – these are the costs of providing oversight. They include Board costs, Institutional audit etc. Strategy & Fundraising – these are costs that help achieve strategic objectives and resource mobilization. They include strategy, institutional branding etc.