

# Being Initiative

---

Call for Applications:  
**BUDGET GUIDELINES**



| ScienceforAfricaFoundation

# Budget Guidelines

---

Provide an outline budget for the proposal (in USD). The figures provided should reflect the costs being requested from the SFA Foundation only and should not include contributions from other sources.

Applicants should prepare a budget for up to USD 2.4 million for a minimum of a three (3) year and a maximum of a five (5) year implementation period.

The budget narrative should be clear and detailed

enough to support the calculated costs by budget line.

Below are the indicative budget lines with guideline notes.

<https://scienceforafrica.foundation/policies/cost-guidelines>

---

## Personnel

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.

### a. Salaries

The Programme Director and co-applicants may request a salary. Salary recovery for staff at institutions in low- and middle-income countries can be considered. If no appropriate scale exists, the salary requested should be at a level commensurate with individuals of an equivalent status, employed locally or at other organizations in the country.

### b. Fringe benefits.

Fringe benefits are allowable as a direct cost (if not included as an indirect cost) in proportion to the salary charged to the grant. These benefits may include compensation for occupational injuries, life insurance, pension, health insurance, training, and staff development. For grants, these benefits should be in line with the institution's policy for remuneration and benefits and approved pay scales.

---

## Materials and Consumables

These are costs for consumable items such as clinical supplies, glassware, chemicals, reagents, banners etc. used while conducting the scope of work for the award.

---

## Equipment/Capital assets

This refers to items that have a life longer than one year. This line includes the cost of purchasing capital assets and equipment including laptops and or software and related costs such as installation that is needed to implement the project. These items shall be charged at cost.

<https://scienceforafrica.foundation/policies/policy-on-assets-and-equipment>

---

## Travel/Conferences and Workshops

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.

The budget should include planned meetings for consortiums, which may include conferences and workshops, annual consortium meetings, and travel costs to consortium meetings.

**The travel costs should not include any trips for selected fellows or students. These costs should form part of the fellowship costs; make an assessment of whether the costs are crucial to the fellowship.**

<https://scienceforafrica.foundation/policies/participant-travel-and-expense-policy>

---

## Fellowship Costs

This budget line will cover salaries/stipends, research costs, fees and all other costs necessary for research fellows to complete their fellowship. These costs should also include the travel costs for selected fellows/students for training outside of their workstation.

NB: Full stipend, fees and research costs should be requested for all students and fellows to fully support their studies/research.

Supervisor payments: Our normal policy is not to provide payments or salary recovery to supervisors.

---

## Externally contracted professional services.

These are costs for contracting professional/consulting services when the skills required are not available or able to be provided by institutional staff and whose services are critical for delivery of the program. Fees budgeted for services must be appropriate for the services and qualifications required.

---

## Communication

These are costs incurred to meet the direct communication needs of the grant as defined by the scope of the application. The costs must be directly related to the grant and refer to the communication guidance offered by the SFA Foundation.

The communications budget should cover the cost of defining the programme's key messages and producing aligning collateral (banners, website, brochure/factsheet, programmatic slide deck); and documenting and showcasing impact (infographics, impact stories, media engagement and event mapping).

---

## Monitoring and Evaluation Costs

These are costs incurred to meet the direct MEAL needs of the grant as defined by the scope of the application. The costs must be directly related to the grant and refer to the MEAL guidance offered by the SFA Foundation

---

## Direct program/office support costs

These are costs that are required to ensure the award runs smoothly within the host institution. These costs cover all direct and indirect administrative costs for managing the grants within the host institutions.

Direct office support costs include office supplies, stationery, direct utility bills, direct rental spaces, and audits among other costs.

Direct office support costs would also include USD10,000 to undertake a GFPG compliance certification review, which will provide evidence of GFPG compliance to a specified tier (Lead institutions will be required to be compliant at gold level).

---

## Indirect costs

Indirect office 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 at the institution.

They consist of costs such as:

- Central Support Functions (CSF) costs – these are the costs of functions or departments that provide services across the Institution, including finance, legal, human resources, IT and software, office administration etc.
- Estate and Premises – these are costs of buildings and utilities for operating the institution's physical locations. They include rent, on, repairs, insurance, security etc.
- Office Consumables – these are the costs of items used up in 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.

Applicants should budget for indirect costs at a **maximum rate of 10% of direct costs**.

Please note that the calculation for indirect costs should be supported by the Institutional policies, as a percentage or a breakdown of individual costs/activities. SFA Foundation shall review Institutional Policy on indirect costs for guidance on the direct and indirect costs.

---

## Inflation

Applicants should include an inflation factor per year. The inflation rate should be supported and evidenced by the Central Bank or other recognized data sources.

# Being Initiative

---

Call for Applications:  
**BUDGET GUIDELINES**



ScienceforAfricaFoundation