**PART 2. PROJECT BUDGET INFORMATION (Maximum 3 pages)**

**A. Total Project Funding Summary:**

(Adapt this table to the phases or lifetime of your project)

|  |  |  |  |
| --- | --- | --- | --- |
| **Funding Source**  | **Year 1** | **Year 2** | **TOTAL** |
| Amount requested from SeyCCAT |  |  |  |
| Contributions from your organization (a): |  |  |  |
| *Specify…* |  |  |  |
| Other contributions (b): |  |  |  |
| *Specify…* |  |  |  |
|  |  |  |  |
| **Total Project Cost** |  |  |  |

(a) Itemize any contribution to be made by your own organization, including cash and in-kind contributions

(b) Itemize all co-financing contributions, including cash and in-kind contributions, and including the source of the contribution (e.g. Private partnership with local business, other donor funds) the nature of the contribution (e.g. labour, land, cash), and an indication of whether the contribution is already committed.

**NOTE: Attach letter/s of commitment from co-financiers.**

**B. Activity-based budget:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Outcome/Objective** | **Activities** | **Total cost of Activity****SR** | **Amount requested from SeyCCAT****SR** | **Co-financing** **SR** | **Budget category** |
| Objective 1 | Activity 1.1 |  |  |  |  |
| Monitoring of mangroves growth and survival  | 18000 |  |  |  |
|  |  |  |  |  |
| Objective 2 | Activity 2.1 |  |  |  |  |
| Activity 2.2 |  |  |  |  |
| Activity 2.3 |  |  |  |  |
| **Etc.** |  |  |  |  |  |
|  |  | **TOTAL** | **TOTAL** | **TOTAL** |  |

Once a project has been approved for funding, the budget information becomes part of the binding contract between the SeyCCAT and the proposing organization.

The creation and management of a realistic budget is an important part of developing and implementing a successful project. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact of the project.

The following important principles should be kept in mind in preparing a project budget:

* Only include in the budget costs which directly relate to efficiently carrying out the activities and producing the objectives which are set forth in the proposal. Other associated costs should be funded from other sources.
* The budget should be realistic. Find out what planned activities will actually cost, and do not assume that you will be able to make do for less.
* The budget should include all costs associated with managing and administering the project. In particular, include the cost of monitoring and evaluation.
* SeyCCAT funds should be spent according to the agreed budget. All relevant financial records should be made available, including original receipts and invoices. These may be independently audited, and may become public information.
* The figures contained in the Activity-base budget information sheet should agree with those on the proposal cover sheet and the itemized budget.
* For auditing purposes all paperwork of the grantee should be reserved for a minimum of 3 years.