



Canadian International  
Development Agency

Agence canadienne de  
développement international

## Format for Proposals

### Budget

Canadian International Development Agency  
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**Canada** 

<Project name>

**Format for Proposals - Budget**

	<b>Expenditure Category</b>	<b>CIDA</b>	<b>Cdn Partner</b>	<b>LAC Partner</b>	<b>Other</b>	<b>Total</b>
<b>1</b>	<b>Salary</b>				(if applicable)	
1.1	(name & rate+benefits x #days)	\$0.00	\$0.00	\$0.00	\$0.00	
1.2	(name & rate+benefits x #days)	\$0.00	\$0.00	\$0.00	\$0.00	
	Total					<b>\$0.00</b>
<b>2</b>	<b>Consulting fees</b>					
2.1	Advisory Services for (purpose)					
2.1.1	(name & rate x #days)	\$0.00	\$0.00	\$0.00	\$0.00	
2.2	Coordination and administration					
2.2.1	(name & rate x #days)	\$0.00	\$0.00	\$0.00	\$0.00	
	Total					<b>\$0.00</b>
<b>3</b>	<b>Travel</b>					
3.1	Mission to (country) for (purpose)					
	3.1.1 (name, cost of ticket, itinerary, dates)	\$0.00	\$0.00	\$0.00	\$0.00	
3.2	Mission to (country) for (purpose)					
	3.2.1 (name, cost of ticket, itinerary, dates)	\$0.00	\$0.00	\$0.00	\$0.00	
	Total					<b>\$0.00</b>
<b>4</b>	<b>Meals &amp; incidentals</b>					
4.1	(# people x per diem rate x #days & location)	\$0.00	\$0.00	\$0.00	\$0.00	
4.2	(# people x per diem rate x #days & location)	\$0.00	\$0.00	\$0.00	\$0.00	
	Total					<b>\$0.00</b>
<b>5</b>	<b>Accommodation</b>					
5.1	(# people x rate x #days & location)	\$0.00	\$0.00	\$0.00	\$0.00	
5.2	(# people x rate x #days & location)	\$0.00	\$0.00	\$0.00	\$0.00	
	Total					<b>\$0.00</b>
<b>6</b>	<b>Training</b>					
6.1	Material					
6.1.1	e.g. cost of production, printing;	\$0.00	\$0.00	\$0.00	\$0.00	
6.2	Room/equipment rental					
6.2.1	(rate x #days)	\$0.00	\$0.00	\$0.00	\$0.00	
	Total					<b>\$0.00</b>
<b>7</b>	<b>Translation and interpretation</b>					
7.1	(rate x #days or #pages)	\$0.00	\$0.00	\$0.00	\$0.00	
	Total					<b>\$0.00</b>
<b>8</b>	<b>Administrative costs</b>					
8.1	e.g. long distance phone calls	\$0.00	\$0.00	\$0.00	\$0.00	
8.2	other	\$0.00	\$0.00	\$0.00	\$0.00	
	Total					<b>\$0.00</b>
	<b>SUBTOTAL :</b>	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	
	<b>PROJECT TOTAL :</b>			<b>\$0.00</b>		

Notes:

1. Categories of costs are indicative and will vary depending on the nature of the project and its activities.
2. Table 2 is intended to provide details of expenditures by category.
3. All expenses are to be reported on in Canadian dollars only.