### PARTNER NAME

### DETAILED BUDGET NARRATIVE

### Project Title

**A. INTRODUCTION**

INSERT PARTNER DESCRIPTION HERE

**Budget Structure:** The budget herein presents realistic, reasonable and justifiable costs of goods and services required for the efficient operation and management of the proposed program. The budget categories conform to USAID budgeting structures and are explained in further detail in ensuing sections. All costs are based on PARTNER’S NAME experience on similar programs.

**B. MAJOR ASSUMPTIONS**

**Budget Scope:** This budget presents costs for a number month program with an anticipated start date of date.

**Staffing:** The staffing structure to implement this proposal is based on the program description outlined in the technical proposal with adequate backstopping and coordination with Global Communities.

**Salaries:** Local staff salaries are determined based on local labor guidelines and market conditions.

**Per Diem Rates**: Local per diem is based on a rate modified by PARTNER’S NAME that more accurately reflects actual costs for lodging, meals, and incidental expenses in Yemen.

**C. DETAILED BUDGET NOTES**

**I. Personnel**

1. *Staff #1:* Insert Description and Level of Effort (LOE).
2. *Staff #2:* Insert Description and Level of Effort (LOE).
3. *Staff #3:* Insert Description and Level of Effort (LOE).
4. *Staff #4:* Insert Description and Level of Effort (LOE).
5. *Staff #5:* Insert Description and Level of Effort (LOE).
6. *Staff #6:* Insert Description and Level of Effort (LOE).
7. *Staff #7:* Insert Description and Level of Effort (LOE).
8. *Staff #8:* Insert Description and Level of Effort (LOE).
9. *Staff #9:* Insert Description and Level of Effort (LOE).
10. *Staff #10:* Insert Description and Level of Effort (LOE).

**II. Fringe Benefits**

1. *Fringe Benefits:* Insert Description.

**III. Travel, Transportation & Per Diem**

In-country travel details are identified further in Annex A of the budget spreadsheets entitled Travel Detail.

**In-Country Travel**

1. *In-Country Travel:* Insert Description.
2. *In-Country Per Diem:* Insert Description.

**IV. Supplies**

**Supplies<$5000**

1. *Supplies #1:* Insert Description.
2. *Supplies #2:* Insert Description.
3. *Supplies #3:* Insert Description.
4. *Supplies #4:* Insert Description.
5. *Supplies #5:* Insert Description.
6. *Supplies #6:* Insert Description.

**V. Contracts**

1. *Contract #1*: Insert Description.
2. *Contract #2*: Insert Description.

**VI. Other Program Activities**

1. *Direct Program Implementation #1*: Insert Description.
2. *Direct Program Implementation #2*: Insert Description.

**VII. Other Operating Costs**

1. *Other Operating Costs #1:* Insert Description.
2. *Other Operating Costs #2:* Insert Description.
3. *Other Operating Costs #3:* Insert Description.
4. *Other Operating Costs #4:* Insert Description.
5. *Other Operating Costs #5:* Insert Description.
6. *Other Operating Costs #6:* Insert Description.
7. *Other Operating Costs #7:* Insert Description.
8. *Other Operating Costs #8:* Insert Description.
9. *Other Operating Costs #9:* Insert Description.
10. *Other Operating Costs #10:* Insert Description.
11. *Other Operating Costs #10:* Insert Description.

**VIII. Total Direct Charges**

This line item represents the total of all direct charges under the proposed program.

**IX. Program Total**

This line item represents a program total of amount which includes all direct and indirect costs, and cost share.