



INITIATIVE SANKOFA D'AFRIQUE DE L'OUEST

ISDAO Guidelines for Budget Preparation and Financial Reporting and Submission Updated Version: October 2022

Explanatory Note:

The purpose of this document is to provide detailed guidance on: (a) how to develop and submit a budget as part of a grant application to ISDAO; (b) how to develop and submit financial reports to ISDAO, and (c) the supporting documentation required for the financial report(s). The document is divided into three sections to address each of these areas.

This document accompanies the budget and report template, which is in Microsoft Excel format.

Please read this document carefully before preparing a budget or financial report for submission to ISDAO. To assist you in the preparation of reports and reporting, we strongly encourage all grantee partners to review this document when they receive it and/or at the beginning of the grant period to ensure that you are properly accounting for expenditures incurred under the ISDAO funding and that you are collecting the documentation (receipts, invoices, proof of payment, proof of exchange rate used) required when submitting your financial report.

Please feel free to write to ISDAO if you have any questions or need clarification on the budget/financial reporting template or these guidelines.

- If you have any questions regarding the budget and its development, please email Igor Koffi, Finance and Administration Officer (igor@isdao.org) and copy proposals@isdao.org
- For questions regarding the financial report and supporting documents, please email Igor Koffi, Finance and Administration Officer (igor@isdao.org), grants@isdao.org and copy Olumide Makanjuola, Program Director (olumide@isdao.org)



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ISDAO BUDGET GUIDELINES

INSTRUCTIONS - READ BEFORE YOU START TO FILL YOUR BUDGET FORM

Please read these instructions carefully as any mistakes can disorganize your budget that will in turn end up being incomplete.

<p>VERY IMPORTANT</p> <p>All amounts recorded MUST be in United States Dollars (USD)</p> <p>For the “Detailed Budget” worksheet, please only enter numbers (figures) in the “percentage cost %”, “Unit cost in US dollars” and “Frequency / Number of units” columns to avoid interfering with the formula. Please do not enter any letters or words in these cells.</p> <p><u>PLEASE DO NOT ADJUST OR MAKE CHANGES TO THE TEMPLATE</u></p>
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The budget worksheet has multiple sheets, including:

- Detailed budget sheet template
- Abstract
- Detailed budget

WORKSHEET: BUDGET SUMMARY

Section A

- ⇒ Fill in your organization's information in this section.
- ⇒ We require all fields in this section to be completed.
- ⇒ Please include all necessary information before proceeding to the next section.

Section A	
Application title	Write the name of the project/proposal here
Name of group / organization	Write the name of your organization or group here
Country	The country where your organization or group is based
Grant period (from / to)	The start date to the end date
Local currency	The name of the currency in your country
Local exchange rate in US dollars on budget day	Indicate the dollar exchange rate of the day you finalized the budget
Reference source for the exchange rate (e.g. central bank, OANDA, etc.)	Indicate where you got this exchange rate (e.g. central bank, the BCEAO site or from the OANDA currency converter website)
Budget preparation date	Indicate the date that the budget was finalized





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Section B

⇒ Please do not touch this section at all. Please do not fill anything in this section.

Section C

⇒ Please fill out all your sources of funding for the next 12 months in this section. See the example below.

Source of income	Status (committed, expected, applied)	Funded project	Amount in US dollars	Comments
Africa Foundation	committed	General support	\$ 15,000	Support for staff salaries and office rent
LGBTIQ Community Foundation	expected	Human rights education	1	Human rights education targeting LBTQ
Africa Queer Network	applied	Documentation	\$ 12,000	Human rights documentation

Committed Funds

•These are funds committed by a donor and that are available in your bank account

Expected Funds

•These are funds you are expecting from an application submitted to a donor for funds that have already been approved but that have not yet been disbursed.

Requested Funds

• These are funds requested from a donor but that have not yet been approved

⇒ Also note that the source of income may be donor funds, membership fees, income generated from activities, individual donations and others

⇒.Once you enter all the numbers and information, the total value will be calculated automatically. You don't have to do anything else here.

WORKSHEET: DETAILED BUDGET

⇒ Under the detailed budget there are four sections. These are:

- **Category A** captures staff salaries.
- **Category B** covers the direct costs for project implementation
- **Category C** covers costs for monitoring and evaluation.
- **Class D** covers organizational and administrative costs.

Here is an example of budget categories:





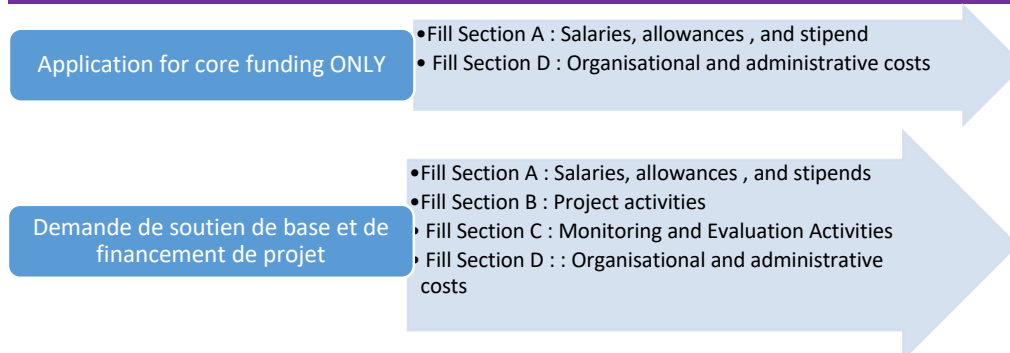
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Description	% Cost	Unit in USD	Frequency	Total in USD	Comments
Category A - Staff costs					
Category B - Project activities costs					
Category C - Monitoring and evaluation costs					
Category D - Organizational and administrative costs					

- ⇒ If you are applying for core funding, you will only need to complete sections A and D.
- ⇒ If you are applying for funding only for the project, you will only complete sections B and C.
- ⇒ If you are applying for core funding and project funding, you must complete sections A through D.

- ⇒ Core funding is funding that covers the salary costs and administrative costs of an organization, while core and project funding covers project costs, salaries, and administrative costs of the organization.

Please read our Frequently Asked Questions to learn more about our core funding





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Please only complete the categories that apply to your funding application

Each section has the percentage cost, unit cost, and frequency. Under percentage costs, you need to enter the percentage you will invoice for this funding application charge against this funding application.

For example, this could be 10%, 40%, 70%, or 100%.

⇒ Under unit cost, please enter cost from budget line. This should be based on the total cost of the item on that budget line. You don't need to include the \$ sign, only the amount.

⇒ Regarding the frequency, please put the number of times you will need this budget line. Once you do this, the total budget for that budget line will be calculated automatically without you doing anything further.

The table below provides an example ONLY - Please see for example the DETAILED BUDGET TEMPLATE sheet

Description	Cost %	Unit in USD	Frequency / Number of units	Total in USD	Remark
Category A - Staff costs					
Programs Officer	50%	\$ 1,200	6	\$ 3,600	50% of the salary of the Program Manager invoiced for this funding for 6 months
Finance Officer	30 %	\$ 900	6	\$ 1,620	30% of the salary of the Finance Officer invoiced for this financing for 6 months
Category B - Project activity costs					
Speaking group	100%	\$ 100	4	\$ 400	Four focus group discussions
Community awareness event	100%	\$ 500	2	\$ 1,000	Two community outreach activities

HOW TO COMPLETE CATEGORY [A] ON STAFF WAGES AND OTHER RELATED COSTS

⇒ **CATEGORY A** is for all staff salaries and other related costs that are to be charged or allocated to the grant.

Please include the positions based on your organization's structure. For example, this could include:

- **Executive Director**
- **Program Assistant**
- **Finance Officer**
- **Programs Officer**





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With regard to volunteers and peer educators:

We understand that in an organization or group, a staff member could be volunteer and receive a monthly stipend.

- If so, please include such staff allowance under staff cost, in **CATEGORY A**.
- If allowances or stipends are for peer educators and volunteers related to project activities, please include them in **CATEGORY B**, as part of project activities. **Do not include them in CATEGORY A.**

If you do not intend to use this grant for salaries, allowances or allowances for staff or volunteers, you can leave this section blank, leave this section blank, and please proceed to the category B if it relates to your application.

HOW TO COMPLETE CATEGORY [B] ON PROJECT ACTIVITIES RELATED TO YOUR APPLICATION

- ⇒ **CATEGORY B** requires you to enter all activities and costs associated with your project. The template includes many lines for this section, so there should be no need to add more lines.
- ⇒ This section is where you include details of the planned activities that are described in your application (Part B - question 7 of the proposal form). Please enter all the budget information relating to the activities you have proposed in your application.
- ⇒ If you are applying for core funding only and do not have specific project activities, do not complete this section. Please go to section C if this is related to your application.
- ⇒ As part of project activities, you can include allowances for peer educators and volunteers who are specifically related to project activities, if applicable

HOW TO COMPLETE CATEGORY [C] ON MONITORING AND EVALUATION ACTIVITIES RELATED TO YOUR APPLICATION

- ⇒ **Category C** requires you to complete activities or items you will need to capture and / or are part of your monitoring and evaluation as part of the implementation of your proposed project. Please enter the information relating to your application here. If your funding application does not require this section, please skip to section D if it relates to your application.

HOW TO COMPLETE CATEGORY [D] ON ORGANIZATIONAL AND ADMINISTRATIVE COSTS RELATED TO YOUR APPLICATION

- ⇒ **Category D** requires you to enter all your organizational and administrative needs related to this funding application that you are submitting to the ISDAO. Please note that these costs could include, for example, office rent, internet connection, telephone calls, utility bills, organizational audit and other related administrative and organizational needs. If there are no such needs invoiced on this ISDAO funding application, please do not fill anything here.



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- ⇒ Please include brief budget comments / narratives on each budget line that can help ISDAO and our AGMP (Activist Grantmaking Panel) understand why you are charging this cost. They should be short.

- ⇒ Once you have completed your detailed budget, your budget summary will be displayed on the budget summary sheet in **Section B** of the document and no further action is required on your part.