Organisation name: INSERT ORGANISATION NAME HERE

Project name and duration: INSERT PROJECT NAME AND DURATION HERE

**Annex 2: Budget Form (Sample)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Activity Description** | **Unit** | **Quantity** | **Unit Cost** | **Total** | **FLC/**  **Embassy of Finland** | **Organisation** | **Percentage**  **%** |
| **I.** | **Expected Result 1** |  |  |  |  |  |  |  |
| ***I.1*** | ***Activity 1*** |  |  |  |  |  |  |  |
| I.1.1 | Activity 1.1 |  |  |  |  |  |  |  |
| I.1.2 | Activity 1.2 |  |  |  |  |  |  |  |
| ***I.2*** | ***Activity 2*** |  |  |  |  |  |  |  |
| I.2.1 | Activity 2.1 |  |  |  |  |  |  |  |
| … | *add rows if need be* |  |  |  |  |  |  |  |
| **II.** | **Expected Result 2** |  |  |  |  |  |  |  |
| ***II.1*** | ***Activity 1*** |  |  |  |  |  |  |  |
| II.1.1 | Activity 1.1 |  |  |  |  |  |  |  |
| II.1.2 | Activity 1.2 |  |  |  |  |  |  |  |
| ***II.2*** | ***Activity 2*** |  |  |  |  |  |  |  |
| II.2.1 | Activity 2.1 |  |  |  |  |  |  |  |
| … | *add rows if need be* |  |  |  |  |  |  |  |
| **III.** | **Personnel engaged in activities** |  |  |  |  |  |  |  |
| III.1 |  |  |  |  |  |  |  |  |
| III.2 |  |  |  |  |  |  |  |  |
| … | *add rows if need be* |  |  |  |  |  |  |  |
| **IV.** | **Administration costs***\** |  |  |  |  |  |  |  |
|  | (phone, office supplies, financial management) |  |  |  |  |  |  |  |
|  | (audit) |  |  |  |  |  |  |  |
| **V.** | **Other costs** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **TOTAL** | |  |  |  |  |  |  |  |