

Project title:

SAMPLE FINANCE PLAN

Expenditures

	Quantity	Unit	Items/materials/equipment	Unit cost in Php	Total cost in Php	Shouldered by
Materials / items / equipment	1	roll	tie wire	1.955,00	1.955,00	
	6	pcs	G.I. elbow	35,00	210,00	
	2	pcs	G.I. tee	45,00	90,00	
	130	bags	cement	235,00	30.550,00	
	440	pcs	G.I. pipe 1" with couplings	755,00	332.200,00	
	60	pcs	G.I. pipe 1/2 "	385,00	23.100,00	
	100	pcs	lumber 2 x 3 x 8	110,00	11.000,00	
	4	gallons	flat paint	455,00	1.820,00	
<i>Sub total</i>					400.925,00	Embassy
Labor cost*	Number of staff	Days	Position/purpose	Daily rate		
	2	2	painter	230,00	920,00	
	2	4	laborer for installation	250,00	2.000,00	
<i>Sub total</i>					2.920,00	counterpart
Training	Number of people	Days	Position/purpose	Daily rate		
	20	5	juice, sandwich snacks for participants and teachers during training	50,00	5.000,00	counterpart
	3	days	venue rental	1.500,00	4.500,00	Embassy
	2	3 days	facilitators for training and community preparation	500,00	3.000,00	Embassy
<i>Sub total</i>					12.500,00	
Administrative costs**		Months	Purpose	Monthly rate		
		2	office rent	1.000,00	2.000,00	counterpart
<i>Sub total</i>					2.000,00	
Program/personnel costs***	Number of staff	Months	Position/occupation	Monthly rate		
	1	2	engineer	10.000,00	20.000,00	
	1	2	project manager	5.000,00	10.000,00	
<i>Sub total</i>					30.000,00	counterpart
TOTAL COSTS					448.345,00	
Summary of financing						
Amount requested from Embassy					408.425,00	
Partnership contribution					39.920,00	
Third party funds (if applicable)					0,00	
TOTAL PROJECT COST					448.345,00	

Labor cost*

Should be counterpart contribution. In cases where the counterpart cannot wholly shoulder the labor costs, the Embassy will decide on

Administrative costs**

Administrative costs include office supplies, documentation, office rent etc. and cannot be financed by the Embassy.

Please note that Embassy funds cannot be used for transportation, accommodations and meals!

Program/personnel costs***

e.g. salary for project engineer/manager

Please feel free to change, delete or add labels (labor , training etc.) depending on what is applicable for your particular project

Counterpart contribution could also be in non-monetary terms such as monitoring, evaluation, expertise, lot for project site, meals for laborers etc.

SAMPLE FINANCE PLAN