

BUDGET CEILING

		SUPPORTING DOCUMENTS	MAXIMUM BUDGET CEILINGS	COMMENTS
		PVs should come with all invoices and receipts - Clearly state activity		
ADVOCACY TRAINING				
CODE	DESCRIPTION		GH¢	
AT22	Venue for Training Activity	Invoice Receipt Attendance Sheet with contact details (Tel. Nos, Email) Advocacy Training Report - Trainer and Grantee Reports Monitor's Report	800.00	1. This is the acceptable rate per day 2. If the applicant is using a facility with a rate higher than the indicated budget ceiling, the applicant should provide justification. The applicant is also to provide 3 invoices along with his budget to ensure that there is value for money.
AT80	Lodging for Participants	Invoice Receipt Attendance Sheet with contact details (Tel. Nos, Email) Individual Hotel Bills Advocacy Training Report - Trainer and Grantee Reports Monitor's Report	Regional Capitals 300.00 Other Areas 200.00	1. This is the acceptable rate per day 2. If the applicant is using a facility with a rate higher than the indicated budget ceiling, the applicant should provide justification. The applicant is also to provide 3 invoices along with his budget to ensure that there is value for money.
AT81	Lodging for trainers	Invoice Receipt Hotel Bills Training Report Monitor's Report	Regional Capitals 300.00 Other Areas 200.00	1. This is the acceptable rate per day 2. If the trainer is using a facility with a rate higher than the indicated budget ceiling, the trainer should provide justification. The trainer is also to provide 3 invoices along with his budget to ensure that there is value for money.
AT61	Per Diem (trainers)	Hotel Receipt Training Report	116.00	This allowance should be factored into the consultant's contract
AT65	Refreshment for participants	Invoice Receipt Attendance Sheet with contact details (Tel. Nos, Email) Advocacy Training Report - Trainer and Grantee Reports Monitor's Report	70.00	1. This is the acceptable rate per person 2. If the applicant is using a facility with a rate higher than the indicated budget ceiling, the applicant should provide justification. The applicant is also to provide 3 invoices along with his budget to ensure that there is value for money.
AT11	Fees for Consultants (Trainers)	Invoice Receipt Advocacy Training Report - Trainer and Grantee Reports	500.00	
AT45	Training materials/Stationery	Invoice Receipt Advocacy Training Report - Trainer and Grantee Reports Monitor's Report	1,500.00	
AT52	Local Travel Allowance for participants	Attendance Sheet with contact details (Tel. Nos, Email) Advocacy Training Report - Trainer and Grantee Reports Monitor's Report	150.00	1. This is the maximum acceptable rate per person. The rate used will vary from locality to locality. 2. The rate has been calculated taking into consideration the cost of public transport tickets from Navrongo to Accra and back.
AT53	Local Travel Allowance for trainers	Invoice Receipt Sign-up sheet with contact details (Tel. Nos, Email) Monitor's Report Grantee's Report	200.00	
RESEARCH				
CODE	DESCRIPTION			

		SUPPORTING DOCUMENTS	MAXIMUM BUDGET CEILINGS	COMMENTS
		PVs should come with all invoices and receipts - Clearly state activity		
RE11	Fees for Consultant(s)	Copy of signed contract Invoice Receipt Research Report Grantee research report Monitor's Report	300.00 - 800.00	1. The fee rate to be accepted will depend on the experience of the consultant. 2. Applicants are to include the CVs of the consultant in their application package. 3. Applicant should attach three cvs and a justification for selected CV
RE33	Grantee Members' Allowance	Sign-up sheet with contact details (Tel. Nos, Email) Research Report	150.00	
RE50	International travel (if any) - Grantee Members	Receipt Boarding Pass/Stamped Passport Research Report		
RE51	International travel(if any) - Consultants	Receipt Boarding Pass/Stamped Passport Research Report		
RE52	Local Travel (Incountry) - Grantee Members Involved in Research	Sign-up sheet with contact details (Tel. Nos, Email) Research Report	150.00	1. This is the acceptable rate per person 2. The rate has been calculated taking into consideration distances covered by participants.
RE53	Local Travel (Incountry) - Consultants	Invoice Receipt Research Report	200.00	This allowance should be factored into the consultant's contract
RE60	Per diem (International) Grantee Members Involved in Research	Hotel Receipts Research Report		
RE61	Per diem (International) Consultants	Hotel Receipts Research Report		
RE62	Per diem (Incountry) Grantee Members Involved in Research	Hotel Receipts Research Report	116.00	
RE63	Per diem (Incountry) Consultants	Hotel Receipts Research Report	116.00	This allowance should be factored into the consultant's contract
RE45	Research/Study Materials	Invoice Receipt Research Report	2,000.00	
SENSITIZATION				
CODE	DESCRIPTION			
SN22	Venue for Sensitization Activity	Invoice Receipt Attendance Sheet with contact details (Tel. Nos, Email) Monitor's Report	800.00	1. This is the acceptable rate per day 2. If the applicant is using a facility with a rate higher than the indicated budget ceiling, the applicant should provide justification. The applicant is also to provide 3 invoices along with his budget to ensure that there is value for money.
SN65	Refreshment for participants	Invoice Receipt (itemised) Attendance Sheet with contact details (Tel. Nos, Email) Monitor's Report	70.00	1. This is the acceptable rate per person 2. If the applicant is using a facility with a rate higher than the indicated budget ceiling, the applicant should provide justification. The applicant is also to provide 3 invoices along with his budget to ensure that there is value for money.
SN11	Fees for Consultants	Copy of signed contract Invoice Receipt Monitor's Report	500.00	1. The fee rate to be accepted will depend on the experience of the consultant. 2. This fee should be included in the contract of the consultant (Researcher)

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SN45	Sensitization materials (if any)	Invoice Receipt Monitor's Report		This budget item is no longer supported under BUSAC Phase III
SN54	Local Travel (Incountry) - for Participants	Sign-up sheet with contact details (Tel. Nos, Email) Monitor's Report	150.00	1. This is the acceptable rate per person 2. The rate has been calculated taking into consideration distances covered by participants.
MEDIA				
CODE	DESCRIPTION			
ME71	Cost of Airtime (Radio)	Invoice Receipt Copy of signed contract* Media excerpts (Newspapers/documentaries, etc.) Monitor's Report		For cost of media activities, we kindly request all applicants to submit pro-forma invoices when preparing their budgets
ME72	Cost of Airtime (TV)	Invoice Receipt Copy of signed contract* Media excerpts (Newspapers/documentaries, etc.) Monitor's Report		For cost of media activities, we kindly request all applicants to submit pro-forma invoices when preparing their budgets
ME73	Cost of Press Releases	Invoice Receipt Copy of signed contract* Media excerpts (Newspapers/documentaries, etc.) Monitor's Report		For cost of media activities, we kindly request all applicants to submit pro-forma invoices when preparing their budgets
ME11	Fees for Media Consultant(s)	Copy of signed contract Invoice Receipt Monitor's Report		For cost of media activities, we kindly request all applicants to submit pro-forma invoices when preparing their budgets
ME70	Cost of Developing media programs (TV & Radio)	Copy of signed contract Invoice Receipt Monitor's Report		For cost of media activities, we kindly request all applicants to submit pro-forma invoices when preparing their budgets
STAKEHOLDERS' WORKSHOP				
CODE	DESCRIPTION			
SW22	Cost of Venue for Workshop	Invoice Receipt Attendance Sheet with contact details (Tel. Nos, Email) Monitor's Report Grantee's Report	800.00	1. This is the acceptable rate per day 2. If the applicant is using a facility with a rate higher than the indicated budget ceiling, the applicant should provide justification. The applicant is also to provide 3 invoices along with his budget to ensure that there is value for money.
SW65	Refreshment for participants	Invoice Receipt Attendance Sheet with contact details (Tel. Nos, Email) Monitor's Report Grantee's Report	70.00	1. This is the acceptable rate per person 2. If the applicant is using a facility with a rate higher than the indicated budget ceiling, the applicant should provide justification. The applicant is also to provide 3 invoices along with his budget to ensure that there is value for money.

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SW11	Fees for Consultant(s)	Copy of signed contract	300.00 - 500.00	1. The fee rate to be accepted will depend on the experience of the consultant. 2. This fee should be included in the contract of the consultant (Researcher)
		Invoice		
		Receipt		
		Monitor's Report		
		Grantee's Report		
SW45	Workshop Materials (if any)	Invoice		
		Receipt		
SW54	Local Travel (Incountry) - Worshop Participants	Sign-up sheet with contact details (Tel. Nos, Email)	150.00	1. This is the acceptable rate per person 2. The rate has been calculated taking into consideration distances covered by participants.
		Monitor's Report		
SW55	Local Travel (Incountry) - Reimbursement for Media persons attending	Sign-up sheet with contact details (Tel. Nos, Email)	100.00	The rate has been calculated taking into consideration distances covered by participants.
		Monitor's Report		
DIALOGUE				
CODE	DESCRIPTION			
DG11	Fees for Consultant(s)	Copy of signed contract	300.00 - 500.00	1. The fee rate to be accepted will depend on the experience of the consultant. 2. This fee should be included in the contract of the consultant (Researcher). 3. Ideally, the applicant should be able to undertake this activity on their own. Should this be the case, the fee will not apply
		Invoice		
		Receipt		
		Monitor's Report		
		Grantee's Report		
		Position Paper		
DG80	Lodging for Participants	Invoice	Regional Capitals	1. This is the acceptable rate per day 2. If the applicant is using a facility with a rate higher than the indicated budget ceiling, the applicant should provide justification. The applicant is also to provide 3 invoices along with his budget to ensure that there is value for money.
		Receipt	300.00	
		Attendance Sheet with contact details (Tel. Nos, Email)	Other Areas	
		Individual Hotel Bills		
		Grantee Report		
		Monitor's Report		
DG81	Lodging for Consultants	Invoice	Regional Capitals	1. This is the acceptable rate per day 2. If the applicant is using a facility with a rate higher than the indicated budget ceiling, the applicant should provide justification. The applicant is also to provide 3 invoices along with his budget to ensure that there is value for money.
		Receipt	300.00	
		Attendance Sheet with contact details (Tel. Nos, Email)	Other Areas	
		Individual Hotel Bills		
		Grantee Report		
		Monitor's Report		
DG52	Local Travel (Incountry)- Members of Association on Dialogue Team	Sign-up sheet with contact details (Tel. Nos, Email)	150.00	1. This is the acceptable rate per person 2. The rate has been calculated taking into consideration distances covered by participants.
		Monitor's Report		
		Grantee's Report		
DG53	Local Transportation (Outside District) for Consultant(s)	Invoice	200.00	
		Receipt		
		Sign-up sheet with contact details (Tel. Nos, Email)		
		Monitor's Report		
		Grantee's Report		
DG62	Per diem (Regional & National Dialogue only) - Association Members	Hotel Receipt	116.00	
		Sign-up sheet with contact details (Tel. Nos, Email)		
		Monitor's Report		
		Grantee's Report		
DG63	Per diem (Regional & National Dialogue Only) Consultants	Hotel Receipt	116.00	
		Sign-up sheet with contact details (Tel. Nos, Email)		
		Monitor's Report		
		Grantee's Report		

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	POST DIALOGUE MEETINGS			
CODE	DESCRIPTION			
FU11	Fees for Consultant(s)	Copy of signed contract Invoice Receipt Monitor's Report Grantee's Report Position Paper	300.00 - 500.00	1. The fee rate to be accepted will depend on the experience of the consultant. 2. This fee should be included in the contract of the consultant (Researcher). 3. Ideally, the applicant should be able to undertake this activity on their own. Should this be the case, the fee will not apply
FU53	Local Transportation (Outside District) for Consultant(s)	Sign-up sheet with contact details (Tel. Nos, Email) Monitor's Report Grantee's Report	200.00	
FU52	Local Transportation Allowance for Impl. Team (Outside District)	Sign-up sheet with contact details (Tel. Nos, Email) Monitor's Report Grantee's Report	150.00	1. This is the acceptable rate per person 2. The rate has been calculated taking into consideration distances covered by participants.
FU63	Per diem (where applicable) - Consultant(s)	Sign-up sheet with contact details (Tel. Nos, Email) Hotel Receipt Monitor's Report Grantee's Report	116.00	
FU62	Per diem (where applicable) - Implementation Team	Sign-up sheet with contact details (Tel. Nos, Email) Hotel Receipt Monitor's Report Grantee's Report	116.00	
*	<i>If amount is paid to a media agency</i>			

Kindly note that these are our ceiling rates as approved by our Development Partners and they take effect from May 17, 2018