

Project budget

Project ID:

Project name:

Project leader:

#	Spending Category	Amount requested from the foundation	Co-financing	Total sum
1	Grant funding for key personnel*			
1.1	Project Leaders's name, surname			
1.2	Name, surname, position			
1.3	Name, surname, position			
1.4	Name, surname, position			
1.5	Name, surname, position			
1.6	Name, surname, position			
1.7	Name, surname, position			
1.8	Name, surname, position			
1.9	Name, surname, position			
1.10	Name, surname, position			
2	Remuneration of support staff			
2.1	Support staff position			
2.2	Support staff position			
2.3	Support staff position			
2.4	Support staff position			
2.5	Support staff position			
3	Business trip			
4	goods and services***			
4.1	Office expenses			
4.2	Representative expenses			
4.3	Food costs			
4.4	Expenses related to soft equipment, purchase of uniforms, and personal hygiene			
4.5	Transportation, machinery and equipment operation, and maintenance costs			
4.6	Expedition and field work expenses			
4.7	Other goods and services			
5	Fixed assets ****			
	Total project budget (=1+2+3+4+5)			

Notes:

*The list of key personnel should include the name, surname and position in the project

**In the list of support staff, only the position of the staff (e.g., laboratory assistant, financial manager, etc.) should be indicated. It is not necessary to include the names.

*** Please refer to the classifier approved by the Director General of the Foundation for the listing of goods and services in the article.

****In the Fixed Asset Expenditure category, please list verbally without specifying narrow specifications. For the list, follow the classifier approved by the Director General of the Fund

Additional notes regarding budget requests.

a)The amount requested from the fund should not exceed 20,000 GEL.

b)Wages cannot be issued from goods and services.

c) Using grant funds for purchasing or leasing real estate or building capital, and for repairing/reconstructing, purchasing cars/motor vehicles, or mobile phones is not permitted.

d) It is not allowed for the same person to hold both the main and support staff positions.

Budget justification

Project ID:	
Project title:	
Project leader:	

#	Spending category	Amount requested from the foundation	Co-financing	Sum	A verbal explanation of the purpose of the funds requested in the budget expenditure categories (e.g. indicate the period of time the main and supporting personnel will be involved in the implementation of the project, as well as what percentage of the working time will be devoted to the project, in the case of representative expenses, what types of expenses are implied: how many people travel, hotel and other expenses. Also, the purchase of a specific service or item is related to which task of the project, etc.).
1	Grant funding for key personnel				
1.1	Project Leaders's name, surname				
1.2	Name, surname, position				
1.3	Name, surname, position				
1.4	Name, surname, position				
1.5	Name, surname, position				
1.6	Name, surname, position				
1.7	Name, surname, position				
1.8	Name, surname, position				
1.9	Name, surname, position				
1.10	Name, surname, position				
2.	Remuneration of support staff				
2.1	Support staff position				
2.2	Support staff position				
3.	Business trip				
4	goods and services				
4.1	Office expenses				
4.1.2	Representative expenses				
4.1.3	Food costs				
4.1.4	Expenses related to soft equipment, purchase of uniforms, and personal hygiene				
4.1.5	Transportation, machinery and equipment operation, and maintenance costs				
4.1.6	Expedition and field work expenses				
4.1.7	Other goods and services				
5	Fixed assets				
	Total project budge (=1+2+3+4+5)				

Budget justification

Briefly describe the existing and to-be-purchased goods, services, etc. according to budget spending categories. Connection to tasks to be performed. Recommended number of words - no more than 350 words