

# Budget Notes

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An applicant should provide a detailed description of the costs. All costs should be relevant and justified. Please provide bases of allocation if needed.

## **1. Supplies**

Please provide justification of the costs included in this budget line.

## **2. Equipment**

Please provide justification and description of the products to be bought.

## **3. Communication and Postage**

Please provide justification of the costs to be incurred under this budget line.

## **4. Travel and Per Diem**

Please provide the travel details: purpose of the visit, destination, number of trips and cost per trip. Prices should be justified either by the market rate or the applicant's experience.

Please indicate if Per Diem amount is based on the applicant organization's policy or Georgian law.

## **5. Contractual Services**

Justification of the budget line items should be provided. Honoraria should be based either on the applicant's experience or market rate.

## **6. Other Direct Costs**

For the expenses associated with the lunch, dinner or coffee breaks, an approximate number of participants should be provided. Prices should be justified either by historical payments or market rate.