

# Malaysia Round 9 Global Fund Proposal

## Sub Recipient Budget and Indicators Development Guidelines and Instructions

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## General Instructions

Each sub recipient will be required to complete a budget and indicator table in the Malaysia SR Budget and Indicator Template provided. There are three key worksheets which need to be completed by all sub recipients.

1. **SR SDA and Activity List** – for SRs to identify the SDAs, activities and locations where they will be implementing activities
2. **SR Budget Template** – template for SRs to identify all activities, inputs, costing for their activities
3. **SR Indicators** – template of SRs to outline the targets for their activities

Within the Spreadsheet package are an additional two documents as reference material.

- a. **Unit Costs** – agreed maximum limit for input costs
- b. **Budget Example** – an example of a budget worksheet

These documents will be outlined further in section 2 of the guidelines.

## Saving Your Document

When you open the excel spreadsheet please save the document as '**SR – Organisation Name**'. Please ensure you save and back up your document regularly.

## Document Assistance

If you have any questions regarding the document or processes please email [submissions@exemail.com.au](mailto:submissions@exemail.com.au) and all where-ever possible a response will be provided within 24 hours.

## Submitting your Document

Each approved Sub Recipient **MUST** have their completed budget and indicators document emailed to [submissions@exemail.com.au](mailto:submissions@exemail.com.au) by **30 April 2009**.

Any submissions received after this time will not be included in the final submission to the Global Fund.

## Worksheet Documents

Each sub recipient will be required to complete three compulsory sheets.

### SR SDA and Activity List

This worksheet requires you to identify which activities your organisation will be implementing from the SDA and activity list.

**Step 1:** In the space provided enter your organisation name.

**Step 2:** Review the list of activities to be included in the proposal and identify those activities your organisation will be undertaking by placing a Y in the Y/N column.

**Step 3:** Provide a detailed description for the activities to be undertaken by your organisation in the activity description column. Information should include timelines, participants, partner organisations, locations and general details about the activities.

**Example.**

<b>SDA/Activity Information for Sub Recipients</b>	<b>Y/N</b>	<b>Activity/ies Description</b>
<b>1.1.2.3. Advocacy Workshops for Government, Religious and/or Community Leaders</b>	<b>Y</b>	<b>1.1.2.3.1. Advocacy Workshop</b> Two day workshops will be run every six months with Government, Community and Religious Leaders. 20 participants per workshop. A follow up interview will be undertaken with random participants 6 months following each training workshop to identify what outcomes have been brought about from their participation in the workshop. Each workshop will be held in Kuala Lumpur and will include participants from city and district levels. <b>1.1.2.3.2. Annual Advocacy Forum</b> An annual forum over one day bringing together politicians, legal, religious and community leaders together to highlight key issues for MARP, provide updates on program activities, and provide recommendations of next steps. It is anticipated that 200 officials and community representatives will attend the forum.

## SR Budget Template

This worksheet requires you to outline all the costs you will be requesting from the Global Fund funding for Malaysia if the proposal is successful.

### Budget Template Key Points

- All inputs and a maximum cost allowable for each has been provided in the worksheet maximum unit costs. Please ensure that all costs included in your budget are below the figure for that specific input.
- Areas shaded in black and grey are auto calculation fields they should not be touched, only enter details into the cells coloured white.
- If the CHECK column has a figure other than the number 0, there is an error in the calculations for that row. Review the row and ensure that the total amount for the five years has been accurately divided across the annual breakdowns for years 1 – 5.
- Please note that items such as advocacy manuals and resources, peer education training manuals, community mobilisation tools, communication materials etc will be developed, tested and printed at the national level and will shared with all sub recipients. These should not be included in individual sub recipient budgets.

## Activity Details, Inputs and Unit Costs

**Step 1:** Add in the name of your organisation in the space provided

**Step 2:** For each of the activities listed and described under the 'Activity Description' on the SR SDA list worksheet a detailed budget will be required. In a separate black line on the Budget template, write one individual activity. With the first activity in the first black line, the second activity in the second black line and so on.

**Step 3:** Under each activity, making reference to the Max unit costs list, enter in the inputs required for that specific activity.

**Step 4:** For each input you will need to select the cost category it belongs to. Next to each input under the Category Column, click on the list and select the appropriate category for that input. Further definitions and explanations of cost categories are outlines in Attachment A.

**Step 5:** For each input identify the measure the budget will be worked out for, for example if it is a training officer are they paid per person per month or per person per day.

## Steps 2 - 5

Budget Inputs	Category	Unit Measure
<b>Activity 2.1.1.3. IDU Peer Education</b>		
Facilitators	Human Resources	per person per day
Participant Travel Allowance	Training	per person per day
Participant Training Materials	Training	per person per workshop
Venue Hire	Training	per venue per day
Printing Costs	Training	per workshop
<b>Activity 3.1.1.1. PLHIV Support Network</b>		
Peer Support Leader Allowance	Human Resources	per person per month
Peer Support Materials	Communication Materials	per set
Meeting Costs	Planning and Administration	per venue per day

**Step 4:** Under the category column, click on the arrow and from the list provided selected the appropriate cost category for that input.

**Step 2:** Insert activity number and details here

**Step 3:** Insert the inputs required for each activity.

**Step 5:** Enter in the unit measure for each input

**Step 6:** Under the column 'unit cost' add in the cost for that input per the measure, ie. If the unit measure is per person per month, how much is the salary per person per month. Please ensure that the figure entered here DOES NOT EXCEED the maximum amount allowable as specified in the maximum unit cost worksheet.

## Total Budget Details

Now that you have outlined the activities, the inputs, categories, the unit measure and the activities you will now need to outline the five year total costs for each input. Under the five year total budget section there are four columns.

**Column 1: Quantity:** The number of the first element of the measure, ie. the number of per person per month, enter how many people do you need.

**Column 2: Years or No:** How many years or total amount of this measure you need, ie. if you need one staff for 12 months for 5 years, then you would add 5 here.

**Column 3: Months or Days:** Enter in the number of days or months required for this input

**Column 4: Total** – this is an automatically calculated field there is no need to manually total the figures.

**Note:** In some circumstances you will not fill in all of columns 1 – 3. Where there is an empty space simply add in the number 1, this will ensure that column 4 will automatically calculate.

Further information is available on the red tabs in each heading cell on the budget template.

## Five Year Budget Breakdown

If the proposal is successful, the Global Fund will provide funding in two phases. The first phase will cover years one and two, and the second phase will covers year's three to five. The budget required by the Global Fund must be provided with phase 1 needs budgeted in quarters and phase two amounts shown in annual amounts.

The Budget template now requires you to split your total budget costs into quarters for phase 1 and an annual amount for phase 2. Some costs will simply be equally split across the years and quarters.

**Example 1 - Equal Split.** Some costs will be equally split across the program. For example an Outreach Worker may be required for the full five years (60 months) of the program, and their annual allowance is 400. The costs would be equally split across the budget for that input has shown below. This example shows how the quarter budgets are one quarter of the annual allowance and the totals for year 1 and 2 will be automatically calculated. The five year total will also be automatically calculated.

**Example 2 – Targeted Split.** Other inputs will only be required at certain times throughout the program. These costs should be outlined in the specific quarter or year the will be required. For example, a training workshop may happen in Q4 of year one, and then a refresher workshop is provided in year 3 of the program. All costs related to this activity would be split between Q4 and Yr 3.

	Q1	Q2	Q3	Q4	YR 1	Q5	Q6	Q7	Q8	YR 2	YR 3	YR 4	YR 5	Total
Equal Split	100	100	100	100	400	100	100	100	100	400	400	400	400	2000
Targeted Split	0	0	0	500	500	0	0	0	0	0	500	0	0	1000

### CHECK

In both cases the total of the five years outlined in this section of the budget should be the same of the total in column 4 of the previous section of the budget. There is a check column outside the print area to the right of the last Total column. As you start entering in figures into the different sections of the budget, these figures will change. They will return to 0 when the Total year five budget in Column 4 in the earlier section of the budget and the breakdown total above are equal. Once you have completed your budget, review the 'Check Column'. If there is a figure other than 0 in the column, there is an error in that budget line. Review the totals and ensure that the figures are equal.

## Matching Funds

Once you have completed all the budgets for each activity there is one final task required for the budget to be completed. The Global Funds requires countries to demonstrate how these funds are complimentary to existing funds and that the Global Fund is not the only source of funding for the HIV response.

In the first row of your budget template is a row titled 'Non Global Fund Funding allocated to these Activities'. You are required to identify other funding which is available being used to support these activities. These include any costs which are required to make the activities happen which are not being sought from the Global Fund.

In the total budget section columns 1 – 3 have been blanked out, there is no need to add any figures here, simply add a total amount of matched funding to the Column 4. Then breakdown the funds in the detailed section by quarter and years ensuring that the two total columns are equal and the Check figure is 0.

## Indicator Tables

Each sub recipient will be funded to implement programs in line with the endorsed Service Delivery Areas (SDA). Each Service Delivery Area has a range of specified indicators; each sub recipient will be required to outline the targets they expect to achieve through the implementation of their activities for each of the relevant indicators.

The SR Indicator table outlines each of the SDAs and the specified indicators for each SDA. You are only required to complete targets relevant to the activities you are including in your proposal.

**Note:** Targets should be **cumulative**, that means that each column should include the targets to be reached in that period plus the targets achieved in the previous period. For example, If you propose to reach 100 IDUs in Q1 and 125 IDUs in Q2 and 150 IDUs in Q3 the indicators would be shown **Q1: 100, Q2: (100+125=) 225, Q3 (225+150=) 275**.

**Step 1:** Enter your organisation name in the space provided.

**Step 2:** Review the table and identify which indicators are relevant to your activities. Mark the Y/N column with Y for those indicators that relate to your program.

**Step 3.** Where you have answered Y to an indicator, complete the targets you expect to reach for that indicator, for the full five years of the program, with years one and two broken down into quarters and years three to five as annual figures. Please ensure that all your targets are **CUMULATIVE** (see the box above). Once completed the year five target will be the total target for the program.

You have now completed your budget and indicators.

### Submitting your Document

Each approved Sub Recipient **MUST** have their completed budget and indicators document emailed to [submissions@exemail.com.au](mailto:submissions@exemail.com.au) by **30 April 2009**.

## Attachment A – Cost Category Definitions

Category	Expenditure examples
Human Resources	Salaries, wages and related costs (pensions, incentives and other employee benefits, etc.) relating to all employees (including field personnel), and employee recruitment costs.
Technical and Management Assistance	Costs of all consultants (short or long term) providing technical or management assistance, including consulting fees, travel and per-diems, field visits and other costs relating to program planning, supervision and administration (including in respect of managing sub-recipient relationships, monitoring and evaluation, and procurement and supply management).
Training	Workshops, meetings, training publications, training-related travel, including training per-diems. <i>Do not include employee training-related human resources costs that should be included under the Human Resources category).</i>
Health Products & Health Equipment	Health products such as bed nets, condoms, lubricants, diagnostics, reagents, test kits, syringes, spraying materials and other consumables. Health equipment such as microscopes, x-ray machines and testing machines (including the 'Total Cost of Ownership' <sup>27</sup> of this equipment such as reagents, and maintenance costs). <i>Do not include other types of non-health equipment, as these costs should be included under the Infrastructure and Other Equipment category below.</i>
Pharmaceutical products ( <i>medicines</i> )	Cost of antiretroviral therapy, medicines for opportunistic infections, anti-tuberculosis medicines, anti-malarial medicines, and other medicines. <i>Do not include insurance, transportation, storage, distribution or other like costs. These costs should be included in Procurement and Supply Management costs below.</i>
Procurement & Supply Management costs	Transportation costs for all purchases (equipment, commodities, products, medicines) including packaging, shipping and handling. Warehouse, PSM office facilities, and other logistics requirements. Procurement agent fees. Costs for quality assurance (including laboratory testing of samples), and any other costs associated with the purchase, storage and delivery of items. <i>Do not include staff, management or technical assistance, IT systems, health products or health equipment costs, as these costs should be included in the categories above.</i>
Infrastructure and Other Equipment	This includes health infrastructure rehabilitation and renovation and enhancement costs, non-health equipment such as generators and beds, information technology (IT) systems and software, website creation and development. Office equipment, furniture, audiovisual equipment, vehicles, motorcycles, bicycles, related maintenance, spare parts and repair costs.
Communication materials	Printed material and communication costs associated with program-related campaigns, TV spots, radio programs, advertising, media events, education, dissemination, promotion, promotional items.
Monitoring & Evaluation	Data collection, surveys, research, analysis, travel, field supervision visits, and any other costs associated with monitoring and evaluation. <i>Do not include personnel, management or technical assistance or IT systems costs, as these costs should be included in the categories above.</i>
Living support to clients/target populations	Monetary or in-kind support given to clients and patients E.g.: school fees for orphans, assistance to foster families, transport allowances, patient incentives, grants for revenue-generating activities, food and care packages, costs associated with supporting patients charters for care.
Planning and Administration	Office supplies, travel, field visits and other costs relating to program planning and administration (including in respect of managing sub-recipient relationships). Legal, translation, accounting and auditing costs, bank charges etc.
Planning and Administration	Office supplies, travel, field visits and other costs relating to program planning and administration (including in respect of managing sub-recipient relationships). Legal, translation, accounting and auditing costs, bank charges etc.
Overheads	Overhead costs such as office rent, utilities, internal communication costs (mail, telephone, internet), insurance, fuel, security, cleaning. Management or overhead fees.
Other	Significant costs which do not fall under the above-defined categories. Specify clearly the type of cost. Applicants are able to add additional rows to this table should there be other national budget cost categories that are not covered by the above categories.