

**Grant Budget and Reporting Template** 

**Instruction manual** 

For grantees completing the grant budget proposal

Belgian development agency

enabel.be

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### 1 Overview

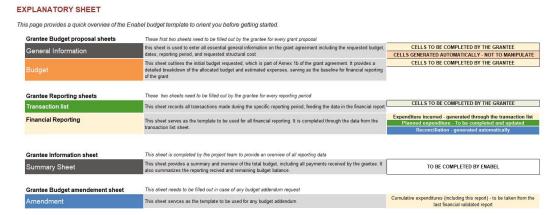
This document provides guidance on completing your grant and financial reporting using the budget template provided by Enabel.

The template captures all necessary financial and general information related to the grant agreement.

### 1.1 Explanatory Sheet

The first sheet gives you a quick overview of all sheets included in the budget template and useful information to get started immediately.

By clicking on the cell, you will be directed to the corresponding sheet in this workbook, and you can always return to this sheet by selecting the 'Return' button.



# 1.2 General instructions throughout the document

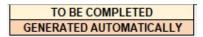
#### **Entering data**

Always ensure that you update and enter the correct data in fields labelled 'date submission' or budget or financial report No 'X'



### **Cell colours**

In general, cells highlighted in orange are generated automatically, while cells highlighted in yellow require your input.



#### **Control checks**

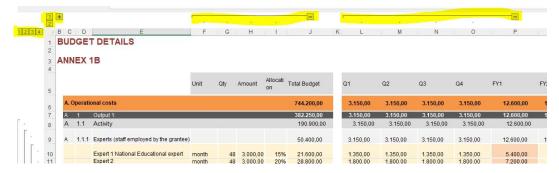
Some sheets include a 'control check' feature to verify that formulas and totals are correctly entered. Utilize this feature to ensure the accuracy of your data.





### Grouping

Throughout the various sheets, rows and columns are often grouped to enhance visual readability and facilitate the hiding or unhiding of data as needed. These groupings can be identified by the '1, 2, 3, 4,...' and '+' and '-' buttons located at the top or on the right side of the document. Refer to the highlighted areas in the screenshot below for visual guidance



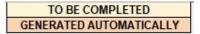
### Formula and structure updates

Once the initial budget is completed and validated, related sheets such as the transaction sheet, financial reporting, and budget modification sheets may need updates to their structure and formulas to ensure all links remain correct and valid. The financial responsible from the Enabel project will handle these updates and send you the revised version for implementation and ongoing reporting throughout your grant period. For each financial reporting period, you should submit a new workbook that retains the base data from the initially approved budget workbook.

## 2 Budget template

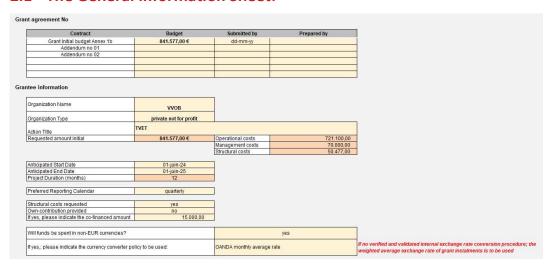
At the grant proposal stage, two budget-related sheets must be completed & submitted for validation:

- **The General information sheet**: This sheet provides basic information about the grant and its budget. Some information is automatically generated from the Budget sheet (highlighted in orange) and should not be altered. Complete the cells highlighted in yellow.



The Budget sheet: The Budget sheet includes a structured budget template
designed to capture the detailed financial resources needed for the action in a
standardized way while allowing flexibility.

#### 2.1 The General Information Sheet:



#### **Grant Agreement No**

Enter here the date of submission of your budget proposal and the budget and date of any addendum throughout the grant period.

#### **Grantee Information**

- **Organization Name**: Enter your organization's full name
- **Organization type**: Select the legal status of your organization from the drop-down menu, which includes three possibilities: "public, private not for profit, private for profit"
- **Action title:** Enter the action title as provided in Annex I of the grant agreement (narrative proposal)
- Requested amount initial: This data is automatically generated from the budget sheet and should not be altered.

- **Anticipated Start Date**: Enter the expected start date for this grant. Ensure you foresee sufficient time for submission of your proposal, review time by Enabel and necessary revisions, internal approvals and preparation of the grant agreement.
- Anticipated End Date: Enter the expected end date of the project
- **Project duration**: No entry is necessary. This will be calculated automatically based on the start and end dates you entered and will be expressed in months.
- **Preferred reporting calendar**: The standard reporting schedule is **semi-annual** from the beginning of the grant. Other options may be available depending on the outcome of your organizational assessment and available capacity.
- **Structural costs requested**: Specify the percentage requested (up to a maximum of 7%).

Structural costs "are the costs related to the achievement of the beneficiary's business purpose and, although they are influenced by the implementation of the action, are neither identifiable nor attributable to the budget of this action. This represents all the fixed costs inherent in the very existence of the structure: without these expenses, the organization could not exist and carry out its activities (even if these are financed elsewhere)" — Refer to **Annex A27** for the calculation and justification method to determine the maximum percentage. The justification must be approved by the Enabel finance to receive the requested percentage.

- Own-contribution provided: Indicate the amount or percentage if co-financed by your organization. If applicable, this budget should also be justified and included in the financial reporting.
- Will funds be spent in non-EUR currencies? If your operating currency will be different from EUR, select 'YES'
   If you select 'YES', explain your organization's currency converter policy. If no valid policy available, the weighted average exchange rate of each instalment will be applied.

### 2.2 The Budget Sheet

The Budget sheet represents a bottom-up build of the grant's budget.

#### 2.2.1 The Exchange Rate:

If you indicated in the General Information sheet that your operating currency is different from EUR, you will need to enter the budget rate that applies for converting your budget from the operating currency into the EUR budget.

Note that the local currency rate is only indicative, only the EUR budget figures (defined in Art 2 of the grant agreement) are contractual and binding.

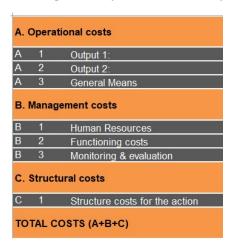


### 2.2.2 The Budget structure

The budget is composed out of three main components:

- Operational costs: Necessary and indispensable costs for achieving the action's objectives and results.
- **Management costs:** Identifiable costs related to management, supervision, coordination, monitoring, control, reporting, evaluation, and financial audit.
- **Structural costs:** Costs related to the achievement of the beneficiary's business purpose, not directly identifiable or attributable to the budget of this action.

The budget template is designed to provide a standardized approach for budgeting while allowing flexibility to accommodate your organization's preferences.



#### **Operational Costs:**

Operational costs are are the necessary and indispensable costs for achieving the objectives and results of the action, including the costs to achieve measurable deliverables

Within the operational budget, the structure is based on the outputs and activities outlined in **the Action Proposal (annex I)** of the grant. Add as many activities and outputs as needed and make sure that all activities and resources required to execute the action are budgeted for.

Do not include activities or resources financed by the organization itself, unless part of a cofinancing agreement.

#### 2.2.3 The budget items

Each activity is divided into eight budget lines/expense categories, which should not be altered. However, unused expense categories can be removed from the budget template. Each budget line/expense category can be further broken down to detail and explain how the budget is calculated.



The budget items in the yellow cells are there to assist you in preparing your budget, but they can be modified to suit your own budgeting methods. However, it is important to provide sufficient detail on large expenditures to ensure clarity on how the budget is developed.

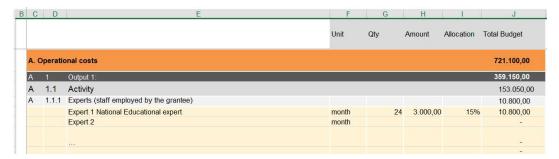
#### **Columns:**

- Description of the expense (Column E): Include a brief description of the budget item
- **Unit (Column F):** Select the applicable unit from the drop-down list. This should indicate how you are expressing the unit cost. Eg, the salary of the expert will be expressed by a monthly unit cost; unit="month"
- **Qty (Column G):** Define the quantity of the unit cost specified in column H 'amount'
- Amount (Column H): Define the unit cost of the unit specified in column F
- **Allocation (Column I):** This column can be used for the % allocation eg to define the monthly salary allocation of the expert contributing to this activity.
- **Total Budget (Column J):** Not to be altered; this is generated by the formula: 'G'x'H'x'I'

#### 1.1 Experts

Experts are staff employed by your organization. Experts budgeted under an activity are exclusively working on that specific activity/output. If an expert works across several activities and/or outputs, they should be budgeted under 'general means', which is the last section under operational costs.

- Unit cost (Column H): Enter the gross monthly salary per full-time equivalent (FTE) including social charges and staff benefits. To budget for salary increases, you may include an annualized percentage increase.
- **Allocation (Column I):** Indicate the share of the expert's time that will be dedicated to this activity, relative to their full workload at the organization. *The working time spent must be justified by time-sheets!*

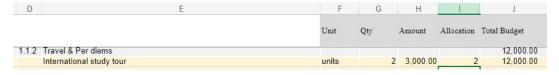


### 1.2 Travel & per diems

Travel expenses for staff budgeted under section 1.1 Experts and include plane tickets, local transport, accommodation and per diem. These costs will be reimbursed according to the regulations approved & applicable within the organization.

You can enter budget items in this category in various ways to suit your budgeting preferences. Multiple identical trips by multiple people can be reflected in a single line, as shown in the first example below. The 2<sup>nd</sup> example demonstrates a more detailed way of budgeting the same set of trips, which you can use if you prefer this method.

In the first example below, two study tour for two experts are planned with a total unit rate of 3000 € (including transport & per diem & other costs). Per diem rate is based on the regulations and rates approved and applicable within the organization and should be specified in Column V (comments).



In the example below a detailed trip is budgeted for 5 days for 10 people. The per diem and accommodation rate is based on the regulations and rates approved and applicable within the organization. Flight tickets are an estimate based on the current market price.

- **Qty (Column G):** enter the number of days/flights planned
- Allocation (Column I): enter the number of persons planned

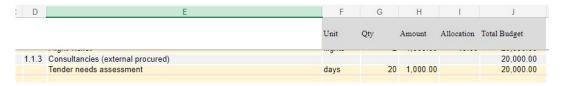
		Unit	Qty	Amount	Allocation	Total Budget
1.1.2	Travel & Per diems					26,750.00
	Per diem	days	5	35.00	10	1,750.00
	Accommodation	days	5	100.00	10	5,000.00
	Flight Ticket	flights	2	1,000.00	10.00	20,000.00

### 1.3 Consultancies (external procured)

The Consultant category includes individuals who are needed to implement this activity/output but are not your employees, such as independent contractors.

The preferred way to enter the requested budget for individual consultants is to express the fees as a daily rate multiplied by the number of days as in the example below.

- **Unit (Column F):** Select the unit rate used from the drop-down list (daily/monthly,...)
- **Amount (Column H):** Enter the total estimated amount of the tender. This should be justified based on a daily rate according to the market price, or other similar assignments.



### 1.4 Training, workshops, conferences, seminars

Trainings, workshops or similar events planned for third parties/ beneficiaries can be budgeted in this section.

- **Qty (Column G):** Enter the planned number of days for the event mentioned in the description (Column E)
- **Allocation (Column I):** Enter the estimated number of participants expected to attend.
- **Amount (Column H):** Enter the estimated total cost, based on the daily unit rate. For example, the conference package rate is 35 euros per participant as in the example below:



### 1.5 Material & equipment purchases

Describe here the various materials and equipment to be purchased for implementation of the activity.

# Purchases for staff assigned to the action are not included here but budgeted under general means!



#### 1.6 Subgrants

Subgrants are contracts or grants that the main grantee has negotiated (or will negotiate) with other organizations contributing to the completion of this action. A subgrant is "under" the main grant award; the main grantee always receives the funds and passes them through to the subgrantee. The main grantee is responsible for:

- Negotiating the subgrant budget.
- Overseeing the work of the subgrantee.
- Disbursing funds in accordance with the subgrant agreement.
- Ensuring all applicable policies are met.

In the budget, please enter each subgrant as a separate line item, with the expected disbursement for each period detailed.

If subgrants are authorized under this grant, mention the purpose and target beneficiaries, and describe the subgranting process in Annex I of the grant agreement (narrative action proposal). *Note: The maximum amount for an individual subgrant is* €60,000.



It is important for Enabel to understand all significant costs within a given grant budget. Therefore, please explain the assumptions behind the subgrant line items. If needed, we may also ask to see a separate subgrant budget during our budget review. If the subgrants and/or amounts are not known at the time you develop the budget, please provide the estimated cost and rationale for each subgrant.

### 1.7 Other costs

This section is intended to capture all direct operational cost that do not fit any of the other categories. Please avoid budget items that represent significant amounts without sufficient specificity. Where it is not practical or meaningful to break down the budget item into different components, provide a detailed explanation of the nature of the expenditure and calculation in the comments column at the right side of the table.

#### **General Means**

Under General Means, you can budget for personnel and associated costs directly involved in the action of the grant.

This includes staff who are responsible for implementing several components or the entire action, as well as support staff recruited specifically for this action. Additionally, you should include the related travel costs for these staff members and any functioning costs directly linked to the execution of the grant action.

General means costs should only include expenses related to staff employed by your organization. Do not include costs related to subgrantees or other third parties in this section!

Α	3	General Means
Α	3.1	Human Resources
Α	3.1.1	Experts
Α	3.1.2	Support staff
Α	3.1.3	Travel & per diems
A	3.2	Functioning costs
Α	3.2.1	Vehicle purchase or rental
Α	3.2.2	Computer hardware purchase
Α	3.2.3	Furniture purchase
Α	3.2.4	Office rental and maintenance
Α	3.2.5	Office supplies
Α	3.2.6	Vehicle use cost
Α	3.2.7	Other services (tel / internet)
Α	3.2.8	Bank charges

#### 3.1 Human Resources

For more detailed guidance on budgeting for staff and travel costs, please refer to sections 1.1 (Experts) and 1.2 (Travel & Per Diem) under the budget items Operational Budget.

### 3.2 Functioning costs

In this section, include functioning costs that are necessary and directly related to the action of this grant. For instance, items such as computers and furniture should only be linked to the staff budgeted under operational costs.

Office rental and maintenance expenses should only be booked here if an office is specifically opened or used for this action. Alternatively, if the office is shared, you can apply a percentage per full-time equivalent (FTE).

Bank charges can only be budgeted if a separate bank account is opened for this action, as required under Enabel's grant agreement (unless an exemption can be granted).

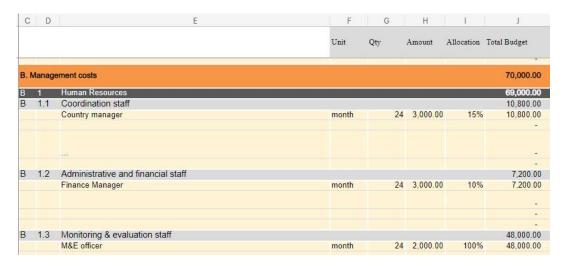
### **Management Costs:**

Management costs are identifiable costs related to <u>management, supervision</u>, <u>coordination</u>, <u>monitoring</u>, <u>control</u>, <u>reporting</u>, <u>evaluation</u> and <u>financial audit</u> which specifically originate in the implementation of the action or the justification of the grant.

В	1	Human Resources
В	1.1	Coordination staff
В	1.2	Administrative and financial staff
В	1.3	Monitoring & evaluation staff
В	1.4	Travel & per diems
В	2	Functioning costs
В	2.1	Purchase of equipment (ICT/furniture/others)
В	2.2	Office supplies
В	2.3	Other services (tel / internet)
В	2.4	Communication
В	3	Monitoring & evaluation
	3.1	Evaluation
В	3.2	Capitalization and scientific monitoring

#### **B.1 Human Resources**

Staff should be budgeted as explained under <u>1.1 experts</u> to allocate a portion of time necessary for their coordination activities, justifying it with timesheet detailing deliverables.



#### Coordination staff

Coordination staff oversees and monitors the activities related to this grant. Allocate staff budgets as explained under section 1.1 experts.

#### Administrative and financial staff

This includes personnel responsible for managing and controlling financial and administrative staff budgeted under the operational budget. If budgeted for, justify the need for financial and administrative follow-up within this action.

### Monitoring and evaluation of staff

Monitoring and evaluation staff are responsible for monitoring project progress and assessing its impact. Justify the necessity of monitoring and evaluation positions within the action if budgeted for.

#### Travel & per diems

This expense is applicable only to staff budgeted under management costs, particularly under B1.1 personnel. Justify staff travel expenses, specifying that it's exclusively for B1.1 personnel. Complete this budget similarly to section 1.2 Travel & per diem under budget items ensuring all costs are detailed and in compliance with organizational regulations.

#### **B.2** Functioning costs

This section is only for costs related to staff budgeted under management costs. Justify any purchases necessary for a B1.1 person. Provide rationale for these purchases, ensuring they are essential for project management and monitoring.

### **B.3 Monitoring & evaluation**

Evaluations should be budgeted only if required by the grantee organization itself. Enabel will also perform an evaluation on this grant during closure, which is not budgeted under this grant. Ensure budget allocations align with evaluation needs and requirements.

#### **Structural costs:**

Structural costs are costs related to the achievement of the social purpose of the beneficiary, which even though they are influenced by the implementation of the action are neither identifiable or attributable to the budget of this action.

Structural costs are defined by applying the approved percentage, limited to a maximum of 7%, solely to the operational costs, excluding management costs. The calculation is as follows:

### Total Operational Costs x the approved %

To establish and confirm the maximum percentage for structural costs eligible for funding, please refer to **Annex A27**.

#### **Forecast**

When preparing your initial budget, it is important to plan your expenditures accurately to ensure effective financial management throughout the grant period.

Begin by dividing your projected costs into quarterly segments for the first year. After the first year, extend your forecast into annual periods, providing a comprehensive view of your financial needs up to the end of the grant agreement.

Ensure that your estimates align with the action timeline and objectives, and plan for sufficient resources to properly close the grant. For example, in certain cases you might need to consider allocating extra time for an accountant or project manager during the closing period to ensure proper administrative reporting and closure.

If your grant includes sub-grants, incorporate these into your projections for the relevant budget line and ensure you allocate sufficient time for their reporting to you as the grantor Note that the next instalment will only be released once 75% of the previous expenditure is accounted for, including subgrant instalments.

An update of the forecast should be done at each financial reporting period to reflect any changes and ensure ongoing financial accuracy and compliance.



To check the accuracy of your forecast against the planned budget, you can use the hidden control button in Column W. By clicking on the 'plus' sign, you can reveal any discrepancies, showing whether there is a balance or excess in your forecast.



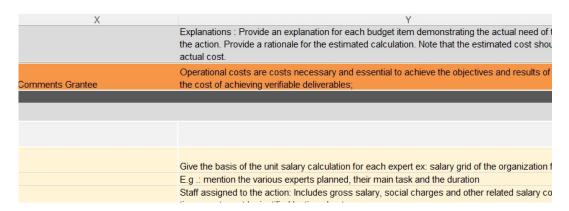
For example, in the example below the second expert exceeds the initial budget, and you will need to make corrections. This could involve increasing the number of months in the budget or reducing the final year's forecast to align with the planned budget.



#### **Comments/explanations**

Sometimes it is necessary to provide additional explanations on how the budget was developed. Column X is designated for these detailed comments.

Column Y provides a brief overview of how to elaborate on each budget item, offering quick explanations to help you in understanding the budgeting process.



# 3 Financial Reporting

The reporting schedule is specified in ART11 of the grant agreement. By default, financial reporting is done quarterly of semi-annual but could be shorter or longer, based on the results of the organizational assessment. Regardless of the reporting schedule, a financial report is typically due one to two months after the end of each reporting period (also defined in ART 11 of the grant agreement).

All regular financial reporting is done using the Excel template provided in this workbook, which consists of two main sheets:

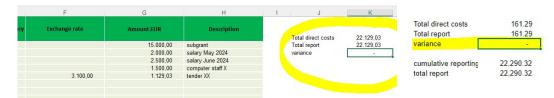
- **The Transaction List**: This sheet records all transactions made during the specific reporting period, feeding the data in the financial report
- **The Financial Report**: This sheet serves as the template to be used for all financial reporting. It is completed through the data from the transaction list sheet.

#### 3.1 The Transaction List Sheet:

This sheet is the foundation of your financial reporting. Correctly entering data into this sheet ensures that your financial report will be generated automatically.



When done accurately, the variance in Cell K3 should be zero at the control check. Follow the steps below to ensure everything is completed correctly.



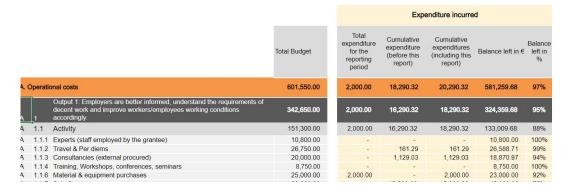
Note: You are allowed to use another template generated from your accounting system, but it must include at least the same level of detail as displayed in the provided sheet. If you use your own template, you will need to generate the necessary formulas to ensure automatic completion from individual transactions to the correct budgeting codes in your financial report. Once the grant agreement is signed, the financial responsible of Enabel can assist you in preparing these reports and formulas for subsequent reporting.

- Budget code (Column A): select from the drop-down box the correct related budget code (reference to the budget sheet) to link the data in the financial report
- Voucher Date (Column B): Enter the date mentioned on the voucher
- **Voucher Number (Column C):** Enter the voucher number
- Name of the Recipient/supplier of the voucher (Column D): enter the beneficiary name, stipulated on the voucher
- **Amount on voucher currency (Column E):** enter the total amount of the voucher paid

- Exchange rate (Column F): Enter the exchange rate currency (as defined in the grant agreement ART 5) or enter '1' if the voucher currency is in Euros
- **Amount EUR (Column G):** this cell should not be altered and is generated through the data in column E and F
- **Description (Column H):** enter a brief description of the transaction

### 3.2 The Financial Reporting Sheet:

The financial report is completed at the level of the total of each budget item, as displayed below:

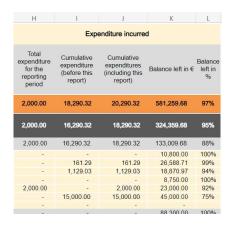


The financial report exists out of 3 components:

- Expenses incurred (yellow part)
- Planned expenditure (green part)
- Reconciliation (bleu part)

Note: In the Budget and reporting workbook, there are initially 4 sequencial financial reporting sheets available but can be increased depending on the grant timeline and reporting schedule. If no linked transaction sheet is available, the report can be completed manually but this will increase the risk of data error.

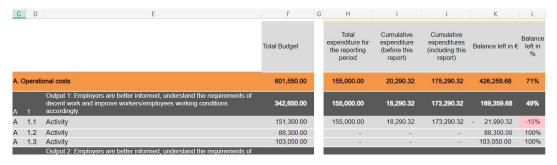
### **Expenditure incurred:**



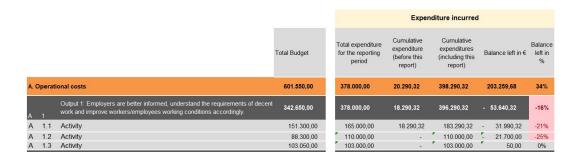
- Total expenditure for the reporting period (Column H): This column displays all expenditures for the current reporting period. The data is completed automatically through the transaction list sheet and should typically not be altered.
- Cumulative expenditure (before this report) (Column I): This column shows all expenditures on this budget line from the start of the grant until the end of the previous reporting period. The data is generated automatically from the previous report and the formulas should not be altered. If there are issues with the formulas, contact the finance officer at Enabel for assistance.
- Cumulative expenditure (including this report): This column provides the total expenditure from the start date of the grant until the end of the current reporting period. It is automatically calculated by summing the expenses in Columns H and I.
- Balance left in €: This column shows the remaining budget in euros (the contractual currency) for each budget line. It is based on the total budget in the grant agreement and the total expenditure from the beginning of the grant until the end of the last reporting period.
- Balance left in %: This column displays the remaining budget as a percentage. This helps you monitor your budget availability based on the flexibility defined in the grant agreement under Article 14. For example, if your grant agreement specifies a budget flexibility of 20% among outputs and 25% for activities under the same output, you can track whether your expenditures fall within these limits.

### **Budget flexibility examples:**

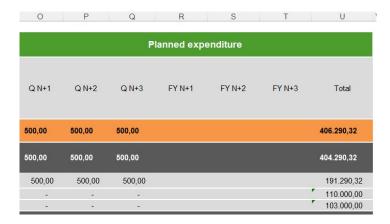
Example 1: If your budget for Activity 1.1 remains within the allowed flexibility (20% for outputs and 25% for activities), no official budget modification request is needed, as long as the total output budget is also within the allowed flexibility.



However, as given in the example below, if the percentage on the activity lines is not exceeded but the total budget at the output level exceeds the allowed flexibility as stipulated in the grant agreement under Article 14, an official budget modification would be required



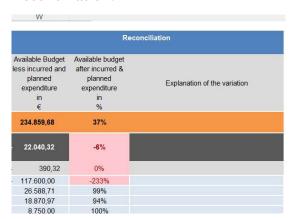
### Planned expenditure:



Here you can update the initial forecast, consider the expenses incurred during both the previous and current reporting periods and any delays or unforeseen circumstances that needs adjustments to the initial forecast.

An accurate and updated forecast is important, as it will impact the amount of the next instalment.

#### **Reconciliation:**



The reconciliation ensures that your financial records accurately reflect the available budget balance, both in euros and as a percentage. Column W provides the available budget balance in euros indicating the remaining funds for each budget line, while the percentage reflects how much of the total budget is still available. If any budget line exceeds the allocated amount, it must be clearly explained in Column Y.

# 4 Grantee information sheet

# 4.1 Summary Sheet

This sheet provides a summary and overview of the total budget, including all payments received by the grantee. It also summarizes the reporting received and remaining budget balance.

#### Financial reporting summary sheet

Report	Reporting period	Submitted by	Reporting amount	Instalment	Payment date	Amount received
	X			Instalment No 01	dd-mm-yy	50.000,00
No 001	01-mm-yy to 31-mm-yy	dd-mm-yy	23.398,06			
No 002	01-mm-yy to 31-mm-yy	dd-mm-yy	172,58			
No 003	01-mm-yy to 31-mm-yy	dd-mm-yy	3.140,00			
No 004	01-mm-yy to 31-mm-yy	dd-mm-yy	404.460,00			
			431.170,65			50.000,00

Initial grant amount
Addendum No 01
Addendum No 02

	Reporting balance
866.294,00	435.123,35
V	

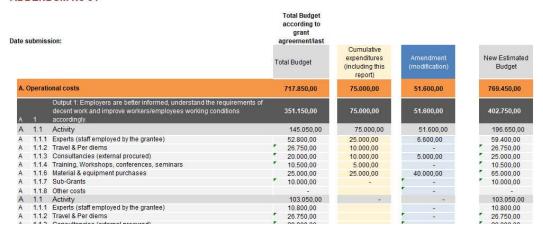
Available budget
816.294,00

# 5 Grantee budget modification sheet

# 5.1 Amendment/budget modification

This sheet serves as the template to be used for any budget addendum and is mandatory to complete with any budget modification request and addendum submitted to Enabel.

#### BUDGET DETAILS ADDENDUM No 01



- **Date submission**: Enter the date of the official request submitted
- Total Budget: This data should always refer to the latest approved and signed contractual budget
- **Cumulative expenditure (including this report)**: Enter the expenditure from the latest approved and validated financial reporting period.
- Amendment (modification): Enter the requested change per budget line
- New Estimated budget: data automatically generated and gives you the new budget to be signed as Annex of the addendum

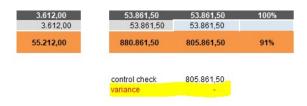
Reporting is done at A1.1.1 level (per budget item) but budgeting is done at the sublevel as in the initial budget and shown in the example below:

In this example 3 months extra for expert 1 & 2 are requested, and added in the same way as the initial budget (see yellow circle). Consequently, the new budget and available balance are automatically generated in the last 3 columns.



#### Control

To ensure the formulas and totals are correct in Column T (new estimated budget), a control check can be done at the bottom of the page:



#### Addendum

When the new budget is reviewed and validated, it can be grouped at budget item level (same level as Annex 1b of the grant agreement) and copy/paste in the addendum as in the example below:

