

## Project Proposal Format The Satoyama Development Mechanism (SDM) 2018

### Examples of responses

#### **SECTION 3: Timeframe for the Project Implementation**

Please explain the timeframe for the project implementation following the table presented below.

Example:

Key Activities	Duration							
	Year I				Year II			
	1st quarter	2nd	3rd	4th	1st quarter	2nd	3rd	4th
Activity 1: Training Workshop								
Activity 2: Perception Survey								
Activity 3: ...								

#### **SECTION 4: Budget Estimate**

##### 2. BUDGET BREAKDOWN

Please explain the financing plan for the project following the table presented in the examples of responses.

Budget and source of finance (in USD)				
Key Activities	Item	Co-financing	SDM	Sub-Total
Activity 1: Training Workshop	▪ Graduate student assistant (30 person/day @ 15 USD)	0	450	450
	▪ Translation (1 day @ 500 USD)	500	0	500
	▪ Venue rental (1 day @ 125 USD)	0	125	125
	▪ Printing costs for meeting materials (50 packs @ 5 USD)	0	250	250
	▪ Lunch, coffee and tea (50 units @ 10 USD)	0	500	500
	▪ Invitee travel costs (3 return trips @ 100 USD)	0	300	300
	Sub-total	500	1,625	2,125
Activity 2: Perception Survey	▪ In-kind contribution of full-time staff (10 person/day @ 30 USD)	300	0	0
	▪ Part-time staff for interviews and consolidation of the survey results (30 person/day @ 15 USD)	0	450	450
	▪ Car rental (3 day @ 50 USD)	0	150	150
	Sub-total	300	600	900
Activity 3:	.....			
Total				

The column of “Co-financing” can include in-kind contributions from the implementing organisations, and any other funding that has been secured for the project.

#### **IMPORTANT NOTE:**

The expenses listed below are generally not eligible to be covered by the grant:

- a. Permanent/full-time staff, project directors/managers. Personnel expenses for directors and full-time staff, office rent including utilities and water charges
- b. Expenses necessary for the routine operation of the organisations
- c. Construction expenses
- d. Equipment expenses, such as cars and computers, of more than US\$200.

*\*In case of uncertainty, please contact the secretariat for guidance on project expenses.*