

Project Proposal Format The Satoyama Development Mechanism (SDM) 2020

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:

- Permanent/full-time staff, project directors/managers. Personnel expenses for directors and full-time staff, office rent including utilities and water charges
- Expenses necessary for the routine operation of the organisations
- Construction expenses
- 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.*