



THET Budget Template

What makes a good application?



PARTNERSHIPS FOR GLOBAL HEALTH

Travel: Both the travel and project activities section should reflect the plans which are outlined in your project proposal. Reviewers will attempt to match up costs with the activities in the application form so make sure that they are logical and clearly explained.

Local transport: This should include in-country travel for UK volunteers, including travel to and from airports, as well as any travel costs for LMIC staff/volunteers who may need costs covering for travelling to meetings.

International transport: Always ensure that the number of flights corresponds with the number of trips and volunteers planned. Where Partnerships are able to combine project trips with attendance at the annual whole Programme meetings, this will always be viewed favourably.

Subsistence: The UK Government offers guidelines for subsidence rates across the world - <https://www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk>

Travel health: This should include costs for vaccines and anti-malarial tablets.

	A	B	C	D	E	F	G	S	T	U	V	W
29												
30		Travel										
31		Local transport		£96.00	6	£579.96			£2,319.84			£30 per month for LMIC partner travel plus £100 per UK partner visit
32		International transport		£1,000.00	2	£2,000.00			£12,000.00			
33		Accommodation		£60.00	28	£1,680.00			£8,760.00			
34		Subsistence		£30.00	28	£840.00			£3,360.00			
35		Visas		£101.00	2	£202.00			£1,212.00			
36		Travel health		£50.00	2	£100.00			£600.00			
37		Insurance		£50.00	2	£100.00			£600.00			
38		Other (please specify)		£20.00	2	£40.00			£240.00			
39		Sub-Total		£1,407.66	72	£5,541.96			£29,091.84		43%	
		Project Activities										<i>Includes costs directly linked to activity delivery e.g. workshop costs (venue, catering), course materials (teaching aides, stationary), local travel and accomodation for trainee. Please breakdown each activity by the different</i>
40		Activity 1: Safer Surgery Senior Workshop, TOT, & Strategy Meeting		£800.00	1	£800.00			£800.00			Total cost of activity include travel, subsistence for recipients
41		Activity 2: Safer Surgery Courses				£0.00			£2,400.00			Total cost of activity include travel, subsistence for recipients
42		Activity 3: Delivering courses for students				£0.00			£1,600.00			Total cost of activity include travel, subsistence for recipients
43		Activity 4: Implementation of QI meetings				£0.00			£2,400.00			Support from national team member to implement QI meetings
44		Sub-Total		£800.00	1	£800.00			£7,200.00		11%	
53		Monitoring & Evaluation (including research & dissemination)										<i>THET expects monitoring and evaluation costs to be between 5-20% of the</i>
54		Data collection		£50.00	6	£300.00			£1,200.00			Staff costs for LMIC staff data collection
55		Monitoring and evaluation		£500.00	1	£500.00			£2,000.00			Includes 2 people completing an M&E trip , a participant feedback session, and £250 for costs involved with data collection (Internet and phone credit, Open access publication
56		Research and publication				£0.00			£2,500.00			
57		Dissemination				£0.00			£200.00			
58		Sub-Total		£550.00	7	£800.00			£5,900.00		9%	

Other: Always ensure that any 'Other' costs are specified in the 'notes' column.

Monitoring & evaluation: Costs for gaining ethical approval for any data collection/publications should be included here.

M&E: The specifics of these costs should be indicated in the notes column so that we can understand what funds are being directed towards.

M&E: It's worth thinking about who will be carrying out this work as staff costs can also be included here.

Project activities: These project activities should all be broken down further to give an indication of what is being included in the costs.

Project activities: It's worth thinking about the costs associated with people attending training - refreshments, room hire, travel costs, materials - but please note that THET will not accept attendance or sitting fees for participants.

Consultancy: THET will always assess the value for money of any planned consultancy work so it is always worth explaining what role the consultant will play in the delivery of the project and why this service cannot be provided by staff paid through the project or project volunteers.

	A	B	C	D	E	F	G	S	T	U	V	W
61		Other										
62		Contingency		£228.00	1	£228.00			£1,140.00			Contingency should reflect no more than 1% of the total budget
63		Consultancy				£0.00			£0.00			THET expects consultancy to be no more than 5% of the total budget
64		Sub-Total		£228.00	1	£228.00			£1,140.00	2%		
65		TOTAL BUDGET				£15,211.96			£67,577.84	100%		
67	BUDGET CATEGORY SUMMARY											
69	CATEGORY			TOTAL BUDGET PER CATEGORY	PERCENTAGE OF OVERALL BUDGET							
70	Project Management			£12,480.00	18%							
71	Compulsory THET Meeting Attendance			£10,566.00	16%							
72	Equipment and Refurbishment			£1,200.00	2%							
73	Travel			£29,091.84	43%							
74	Project Activity			£7,200.00	11%							
75	Monitoring & Evaluation			£5,900.00	9%							
76	Other			£1,140.00	2%							
77	Total			£67,577.84	100%							

Formulae: Always make sure that formulae add up, particularly where extra lines have been added.