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**The Global Fund**

To Fight AIDS, Tuberculosis and Malaria

Thirteenth Board Meeting  
Geneva, 27-28 April 2006

GF/B13/8

Annex 4 - Attachment 5

## Attachment 5 to Annex 4 - Instructions For Use of Budget Analysis Template

### Background

Applicants are required to attach as an annex to the proposal a Detailed Component Budget covering the proposal period. This budget should be presented as a financial spreadsheet (in both the electronic and the printed copy) with any necessary explanatory narrative. The detailed budget should also be integrated with the Work Plan referred to in section 4.6. It is anticipated that the Detailed Component Budget can be derived from the proposed PR's usual budget formats and should facilitate the use of its normal accounting and reporting systems during program implementation. The Detailed Component Budget is also expected to be the source from which the budget breakdowns required in section 5 are to be derived. Applicants may find this Budget Analysis Template useful when compiling the budget analysis in sections 5.1 and 5.4 to 5.6.

### How to use this Template

The purpose of this template is not to substitute an applicant's normal budgeting systems and processes. More specifically, the template can be used to analyze program costs as required in the Proposal Form as follows:

- Cost categories i.e. human resources (HR), training (T), infrastructure and equipment (IE), commodities and products (CP), planning and administration (PA) and drugs
- Implementing agency i.e. government (govt), non-governmental organization (NGO), academia, faith-based organizations, and private sector
- Functional area i.e. monitoring and evaluation (M&E), procurement and supply management (PSM), and technical assistance (TA)
- Year 1 budget by quarter

This template is included as a separate worksheet entitled "Blank Budget Analysis Template". Applicants would need to expand the worksheet to accommodate more objectives and service delivery areas and repeat the worksheet for multiple years. For ease of understanding, a worked example is also included as "Budget Analysis Worked Example".



**Attachment 5 to Annex 4 - Budget Analysis Template**

Country:  
 Applicant:  
 Disease Component :

Objectives / Service Delivery Areas (SDAs)	Input description	Measurement unit	Quantity/Units	Frequency	Unit Cost	Total Costs	Year 1						Implementing Agency					Functional Area			Year 1 Budget by Quarter				Total Costs	
							Cost Category						Govt	NGO	Academia	Faith Based	Private Sector	M&E	PSM	TA	Q1	Q2	Q3	Q4		
							HR	T	IE	CP	PA	Drugs														
<b>OBJECTIVE 1:</b>																										
<b>SDA 1:</b>																										
Activities:																										
<b>SDA 1 Total</b>																										
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SDA 2:</b>																										
Activities:																										
<b>SDA 2 Total</b>																										
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>OBJECTIVE 1 TOTAL</b>																										
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>OBJECTIVE 2:</b>																										
<b>SDA 1:</b>																										
Activities:																										
<b>SDA 1 Total</b>																										
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>OBJECTIVE 2 TOTAL</b>																										
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>OBJECTIVE 3:</b>																										
<b>SDA 1:</b>																										
Activities:																										
<b>SDA 1 Total</b>																										
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>OBJECTIVE 3 TOTAL</b>																										
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL PROGRAM COSTS</b>																										
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



**Attachment 5 to Annex 4 - Budget Analysis Worked Example**

Country: XXX  
Applicant: ZZZ  
Disease Component : HIV/AIDS

Objectives / Service Delivery Areas (SDAs)	Input description	Measurement unit	Quantity/Units	Frequency	Unit Cost	Total Costs	Year 1											Year 1 Budget by Quarter			Total Costs							
							Cost Category						Implementing Agency					Functional Area				Q1	Q2	Q3	Q4			
							HR	T	IE	CP	PA	Drugs	Govt	NGO	Academia	Faith Based	Private Sector	M&E	PSM	TA								
<b>OBJECTIVE 1: PROMOTE SAFE SEXUAL BEHAVIORS</b>																												
<b>SDA 1: Youth Education and Prevention</b>																												
<b>Activities:</b>																												
Train peer educators at national level	5 days national level workshop	Participants	70	5	100	35,000		35,000																		35,000	35,000	
Provide life-based HIV/AIDS education in schools	1 day training in 20 schools	Schools	20	1	3,000	60,000		60,000				30,000		30,000											20,000	20,000	20,000	60,000
Conduct KAP baseline survey	1 baseline survey	Study	1	1	20,000	20,000				20,000			20,000														20,000	20,000
Conduct peer education outreach in districts	2 days workshop at 12 districts	Participants	600	2	60	72,000		72,000			36,000														36,000	36,000		72,000
Monitoring and evaluation	3 days supervision	Supervisors	2	3	100	600	600							600				600							200	200	200	600
<b>SDA 1 Total</b>						<b>187,600</b>	<b>600</b>	<b>167,000</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>36,000</b>	<b>30,000</b>	<b>20,600</b>	<b>30,000</b>	<b>71,000</b>	<b>600</b>	<b>0</b>	<b>0</b>	<b>56,200</b>	<b>111,200</b>	<b>20,200</b>	<b>0</b>	<b>187,600</b>			
<b>SDA 2: Behavioural change communication - mass media</b>																												
<b>Activities:</b>																												
Conduct TV Spots	50 TV Spots	TV Spots	50	1	200	10,000				10,000		5,000	5,000												10,000		10,000	
Print T-Shirts	5000 T-shirts for 12 districts	T-shirts	5,000	1	10	50,000			50,000																25,000	25,000	50,000	
Monitoring and evaluation	2 days supervision	Supervisors	2	2	100	400	400																		200	200	400	
Technical assistance	Concept design, pretesting etc	Consultancy	1	1	10,000	10,000	10,000							10,000											10,000		10,000	
<b>SDA 2 Total</b>						<b>70,400</b>	<b>10,400</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>10,000</b>	<b>0</b>	<b>50,400</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>45,200</b>	<b>25,200</b>	<b>0</b>	<b>0</b>	<b>70,400</b>			
<b>OBJECTIVE 1 TOTAL</b>						<b>258,000</b>	<b>11,000</b>	<b>167,000</b>	<b>0</b>	<b>60,000</b>	<b>20,000</b>	<b>0</b>	<b>41,000</b>	<b>35,000</b>	<b>30,600</b>	<b>30,000</b>	<b>121,400</b>	<b>600</b>	<b>0</b>	<b>10,000</b>	<b>101,400</b>	<b>136,400</b>	<b>20,200</b>	<b>0</b>	<b>258,000</b>			
<b>OBJECTIVE 2: EXPAND ACCESS TO CARE AND MONITORING</b>																												
<b>SDA 1: Antiretroviral Treatment and Monitoring</b>																												
<b>Activities:</b>																												
Purchase and distribute ART Drugs	1 year supply for 2000 patients	Patients	2,000	1	200	400,000					400,000	400,000													400,000		400,000	
Procurement assistance	Outsourced services	Consultancy	1	1	50,000	50,000	50,000																		50,000		50,000	
Technical assistance	Laboratory services	Consultancy	1	1	40,000	40,000	40,000																		40,000		40,000	
Monitoring and evaluation	5 days/week supervision	Supervisors	10	260	40	104,000	104,000							52,000	52,000										34,667	34,667	34,667	104,000
<b>SDA 1 Total</b>						<b>594,000</b>	<b>194,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>452,000</b>	<b>52,000</b>	<b>0</b>	<b>0</b>	<b>90,000</b>	<b>104,000</b>	<b>50,000</b>	<b>40,000</b>	<b>0</b>	<b>524,667</b>	<b>34,667</b>	<b>34,667</b>	<b>594,000</b>			
<b>OBJECTIVE 2 TOTAL</b>						<b>594,000</b>	<b>194,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>452,000</b>	<b>52,000</b>	<b>0</b>	<b>0</b>	<b>90,000</b>	<b>104,000</b>	<b>50,000</b>	<b>40,000</b>	<b>0</b>	<b>524,667</b>	<b>34,667</b>	<b>34,667</b>	<b>594,000</b>			
<b>OBJECTIVE 3: STRENGTHEN PROGRAMME MANAGEMENT</b>																												
<b>SDA 1: Health System Strengthening</b>																												
<b>Activities:</b>																												
Human Resource Development	Staff incentives	Program Staff	25	12	400	120,000	120,000						30,000	30,000	30,000	30,000									30,000	30,000	30,000	120,000
Infrastructural development	5 pick up vehicles	Vehicles	5	1	20,000	100,000			100,000					60,000	40,000											100,000	100,000	
Central administration	Office running activities	Fuel, stationery	1	12	3,000	36,000				36,000				18,000	18,000										9,000	9,000	9,000	36,000
<b>SDA 1 Total</b>						<b>256,000</b>	<b>120,000</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>36,000</b>	<b>0</b>	<b>108,000</b>	<b>88,000</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,000</b>	<b>139,000</b>	<b>39,000</b>	<b>39,000</b>	<b>256,000</b>			
<b>OBJECTIVE 3 TOTAL</b>						<b>256,000</b>	<b>120,000</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>36,000</b>	<b>0</b>	<b>108,000</b>	<b>88,000</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,000</b>	<b>139,000</b>	<b>39,000</b>	<b>39,000</b>	<b>256,000</b>			
<b>TOTAL PROGRAM COSTS</b>						<b>1,108,000</b>	<b>325,000</b>	<b>167,000</b>	<b>100,000</b>	<b>60,000</b>	<b>56,000</b>	<b>400,000</b>	<b>601,000</b>	<b>175,000</b>	<b>60,600</b>	<b>60,000</b>	<b>211,400</b>	<b>104,600</b>	<b>50,000</b>	<b>50,000</b>	<b>140,400</b>	<b>800,067</b>	<b>93,867</b>	<b>73,667</b>	<b>1,108,000</b>			