

## TB REACH Wave 8 Call for Proposal

### Budget Instructions

The projected grant budget is part of the application process and identifies an expenditure plan to successfully implement project's activities. The grant budget shall therefore align with the project's objectives.

The grant budget is structured in 11 different budget line categories and applicants shall use the excel-based [detailed budget template](#) provided by TB REACH. A list of eligible cost per budget category has been provided to facilitate the process.

The Stop TB Partnership's reporting and budgeting systems are set in United States dollar (USD) and any legal grant agreements will be signed in this currency. The grant budget shall therefore be submitted in USD.

If applications choose to submit a budget in local currency, the Forex Exchange rate (of the month you complete your application) must be disclosed in the cell of the detailed budget template. This will automatically convert the budget in local currency into USD.

If you have additional partners and/or sub-recipients (SRs), please indicate which budget lines will be allowed to which SRs. The Primary Recipient (PR) will be responsible for the financial reporting of any SRs. In total, the budget for any international project partners, if included, must be <50% of the total budget. Funding can be used to host meeting, training for governmental entities, however, no direct cash deposit should be made to governmental entities.

The maximum amount of funding to be requested depends on the Project Type for which the applicant chooses to apply as well as the annual turnover of the lead applicants. Please read the [Wave 8 Grants Framework](#) information note for further details. The total requested amount should not exceed 5 time of the latest annual turnover.

#### **Budget category 1 – Human resources**

- Spending on human resources cannot exceed 15% of the total requested budget.
- If your project plans to hire people in the community to deliver TB services, they can be included in the activities budget category. The human resources budget category should be limited to office-based employees, supervisors, managers, and consultants and can include HR-related overheads.

#### **Budget category 2 – Activities**

- This budget line should include all expenses related to the implementation of the project activities and should be the major cost-driver of your proposed intervention.
- Field/community-related work, incentives, trainings, and sub-recipient agreements are few examples of activity-eligible costs.

#### **Budget category 3 – Project-related travel**

- This budget line should include all project-related travel expenses.
- This should include the two TB REACH Grantee meetings,

- The dates and location for these meetings are yet to be finalized but please use the following information to help you forecast a budget:
- The first meeting will most likely take place in Europe and after the grant award. It will be held for 3 days and a maximum of 3 individuals per selected projects will be allowed to travel.
- The second meeting will most likely take place in Asia and at mid-projects' implementation. It will be held for 3 days and 2 individuals per selected projects will be allowed to travel.
- For each of the meetings, please provision for airfare, per diem (6 nights total) and visas for 2 individuals.
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**Budget category 4 – Central Procurement funds withheld at source for GDF (GeneXpert technology) \***

- If an applicant does NOT have procurement capacity for GeneXpert commodities, TB REACH can help centrally procure Xpert commodities through Global Drug Facility (GDF).
  - If an applicant decided to let TB REACH central procure Xpert, please indicate the budget allocated for Xpert commodity in the category 4.
  - Please use the [TB REACH Xpert Budget Estimation Tool](#), which shows the unit costs for GeneXpert systems, Xpert MTB/RIF cartridges, calibration kits and warranties, as well as estimating the shipping costs for these items. Please **only include the product and freight costs** in category 4.
  - TB REACH's central procurement **will withhold the amount of funds indicated in category 4 at source and make the payment directly to supplier.**
  - The incoterm of TB REACH's order will be CIP, which means TB REACH's central procurement will only cover product and international freight costs. **Costs with associated importation, customs, and domestic transport of equipment and supplies should be in listed in Budget Category 6.**
- It is not a mandatory – applicants with procurement capacity can procure Xpert on their own. If so, please leave category 4 empty.
- The Xpert MTB/RIF Ultra cartridge and GeneXpert Omni system are progressively being commercialized and available. We expect that Ultra cartridges and some Omni systems may be made available for Wave 8 projects. Please contact TB REACH if you have question about this.
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**Budget category 5 – Procurement of medical items (excluding Category 4 items) \***

- Procurement of medical costs include any expenses related to medical equipment and supplies.
- It should include all costs related to importation, custom clearances, shipment of medical equipment and supplies.

**Budget category 6 – Procurement of non-medical items\***

- Procurement of non-medical costs include any expenses that are not related to medical equipment such as computers, mobile phones, tablets, etc. These expenses should not be allocated under "activities" or "IT/Communication" budget category.
- Include any costs with associated importation, customs, and domestic transport of equipment and supplies

**Budget category 8 – Operational Research**

- Spending on operational research cannot exceed 10% of the total requested budget.
- This budget category may be used to support standalone operational research studies or to support further analyses and results dissemination of project activities.

#### **Budget category 9 – Direct Program Support (max 12% of the total budget)**

- Spending on direct program support cannot exceed 12% of the total grant budget.
  - If your project has any sub-awards, the combined primary and sub-recipient direct program support costs cannot exceed 12%. Therefore, TB REACH does not allow the primary recipient to take a 12% direct program support cost and then the sub recipient to do the same. This would mean that direct program support cost would be 24% combined, which be exceed the authorized ceiling
- This spending cap has been requested by the donor agencies which fund the TB REACH initiative and **there is zero flexibility on exceeding this ceiling.**
- Direct Program support costs include any indirect expenses that are not related to direct labour, direct materials, activities, etc. Eligible costs are office utilities including rent, security-related costs, audit fee (see below), banking charges, etc.
- **Funding may not be used to set up new offices or to renovate existing ones.**
- TB REACH grantees will be required to provide a certified audit report at the end of their grant period, which is one of the deliverables for the final grant payment. Prospective grantees should budget the cost of the audit under direct program support.

#### **Budget category 10 – Institutional capacity building (maximum 10% of the total budget)**

- Spending on institutional capacity building cannot exceed 10% of the total requested budget.

#### **Budget category 11 – External monitoring and evaluation (funds withheld at source)**

- TB REACH will **withhold these funds at source** (Stop TB Partnership / UNOPS) and will directly procure external monitoring and evaluation (M&E) services on behalf of all Wave 8 grantees.
- The budget for the M&E services are by default set at USD 35,000

\*For items procured that have an acquisition value of USD 500 or more, the grantee should maintain a log with all supporting documents. The disposal of these items will be decided by TB REACH (for example, donation to grantee or NTP, transfer back to TB REACH, or sale to other parties) after the project is closed.