



**Australian Government**  
**AusAID**

**COLLABORATION FOR AGRICULTURE AND RURAL DEVELOPMENT  
PROGRAM**

**Notes for Completion of the Indicative Project Budget**

*Updated March 2006*

**1 Budget Format**

- The format for the indicative budget is set out in the Excel file – Project Budget Worksheets which is available on the CARD website. A project will be considered non-compliant if this budget format is not used.
- The project cost categories required are: Personnel, Equipment and Materials, Training, Administration Support and Other. In preparing the budget estimates, proponents need to have regard to the notes at the foot of the budget format and the CARD guidelines (Section 2.3 in the General Guidelines on the website).
- If the project timeframe is for more than one year please complete each year's budget on a separate sheet. Please check that the Summary sheet is linked to each year's category subtotals. In budgeting beyond the first year an allowance may be made for inflation (in line with the CPI).
- In preparing budget estimates for expenditure of AusAID and Australian institution funding the Australian lead Institution is responsible for ensuring compliance with (Commonwealth of Australia) A New Tax System Act 1999.

**2 Budget Worksheets**

- Budget worksheets have four main categories. They are:
  - Project Personnel
  - Project Travel
  - Project Equipment
  - Training
- Budget Guidelines for Project Preparation
  - 1) Travel
    - International Air Travel: Economy Class.
    - Domestic Air Travel: Economy Class
    - Local Travel: Public transport/Rentals
  - 2) Accommodation, Per Diems, and Incidental Costs
    - In Hanoi or HCMC: AUD\$110 per night
    - Elsewhere: AUD\$80 per night

3) The Donor Community agreed rate for Vietnamese project staff required to travel and stay away from home base is:

- Travel – at most economical cost
- Accommodation and per diems 400,000 VND/day of overnight stay.

4) Training costs may include short-term training, such as work attachments, in Australia provided the skills developed are directly related to the project outcomes.

5) While participation of post-graduate students in CARD projects is encouraged, the funding of stipends and/or course costs is outside the scope of CARD. The Australian Development Scholarship program should be approached for these costs. However CARD may support direct costs of field work undertaken by post-graduate students provided the field work is undertaken in Vietnam and contributes directly to the project outcomes.

### 3 Support Costs

- The main items are listed in the budget format. Collaborating partners are expected to make maximum use of the internet and electronic storage of documents to minimise these costs. Vehicle hire costs shown here should not duplicate amounts claimed against personnel.

### 4 Completing the Excel Spreadsheet

- Please refer to the EOI budget analysis provided with the letter of invitation to prepare a full project proposal. This analysis will indicate areas where the EOI budget did not comply with the budget guidelines.
- Do not include GST/VAT in budgets. GST/VAT implications will be dealt with during the contract negotiation process.
- Complete the indicative budgets for each of the years of the project.
- Please check that the formula in all **Sub-Total** rows includes all the data in all the cells for each of the cost categories. This is particularly important where rows are added to the spreadsheet.
- The Summary is a linked Worksheet and all data on this worksheet will be automatically entered
- For each of the cost categories enter the total budget in the Costs \$A column.
- In the Source of Funds Columns enter the costs that are expected from AusAID, those that will be contributed by the Australian Institution and the Vietnamese Institution.
- Please note that Vietnamese Institutions must contribute 100% of staff costs.
- An example is provided below.

|            | Costs \$A |                 | Source of Funds \$A |                 |                | Total |
|------------|-----------|-----------------|---------------------|-----------------|----------------|-------|
|            | Staff     | Int. Travel etc | AusAID              | Aus Institution | VN Institution |       |
| Personnel  |           |                 |                     |                 |                |       |
| Vietnamese | 2000      | 0               | 0                   | 0               | 2000           | 2000  |
| Australian | 10000     | 2000            | 8000                | 4000            | 0              | 12000 |
| Sub-Total  | 12000     | 2000            | 8000                | 4000            | 2000           | 14000 |

- The guideline of 25% contribution from Australian Institutions and 15% from Vietnamese institutions does not apply to each and every cost category but applies to **Total Budgets** for each year. There is no formula applied to these contributions as different institutions may choose to identify their contributions from different cost categories. Simple observation will show if these guidelines are being observed.
- The notes at the bottom of the each year's worksheet are to be used as a guide in budget preparation and the percentage expenditure is a percentage of total costs.
- Although best endeavours have been made to ensure that worksheets are correctly linked within the excel workbook, please check that your budget calculations are correct.
- All short-listed project budgets will be analysed by the CARD PMU and proponent institutions will be advised of areas where budgets do not conform to the CARD Guidelines.