

Items in worksheet 1, General information, explained:**1. General information**

Partnerorganisation *	Name of the partner of FNV, applying for financial support
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2. Financial information

Currency *	Kind of currency used in the budget (eg. EUR, USD, PKR). Use one currency only for the whole budget
Expected income for the project *	Mention the balance from earlier project(s) Specify the expected amount and the name of the donor
Total expenditure *	Expected expenditure during project period
Closing balance *	Total expected income minus total expected expenditure

Items in worksheet 2, Budget, explained:

Year 1: <yyyy/mm - yyyy/mm> *	Mention the month and the year of the first projectyear, eg. 2005/09 - 2006/08
Explanations on expenditure *	Explain the amount, eg. by number of participants for a hotel, number of days of fee
Regarding RESULT 1.1*	The budget should follow the LFA method and therefore the narrative part of the project proposal, giving each result and related activities
Activity 1.1.1 <Eg. Workshop for 50 union leaders> *	Give the name of the activity between <..>, eg. workshop, training, seminar, research
Travel costs *	The subitems with each activity are just examples here. Use only items you need, related to the project proposal
Salary costs *	Total salary costs must be specified to different functions (part/fulltime)
Totals and Grand total *	Please, use formulas in order to avoid calculation mistakes