

Guideline Administration and Finance of Small Grants



Contents

SECTION PREFACE 1

1.1. Objectives 2

1.2. Scope 2

SECTION GRANTS MANAGEMENT 3

2.1. Types of Small Grants 3

2.2. 2.2. Small Grant Financing Budget 3

2.3. Disbursement of Small Grant Funds 4

2.4. Change in Budget Allocation 5

2.5. Unused Grant Funds 5

SECTION III COST NORMS 7

SECTION IV FINANCIAL ADMINISTRATION 11

4.1. Partner Financial Administration 11

4.2. Project Bank Account Management 12

4.3. Required Supporting Evidence 12

SECTION V MONITORING AND AUDIT 15

5.1. Monitoring 15

5.2. Audit 16

SECTION VI CLOSING 17

Annex 1. Example Form Acknowledgment Receipt 19

Annex 2. Request for Replenishment 20

Annex 3. Statement of Expenditures 21

Annex 4. Detailed Breakdown of Expenditures 22

Annex 5. Activities and Milestone Format 23

Annex 6. Timeline Format 26

SECTION I PREFACE

SGP Indonesia is a Small Grants Programme in Indonesia which is a collaboration programme at the Southeast Asia level between The ASEAN Center for Biodiversity (ACB) and the Government of Indonesia through the Ministry of Environment and Forestry (KLHK) c.q. Directorate General of Conservation of Natural Resources and Ecosystems (Dirjen KSDAE). Program funding support was obtained from the German Government through the German Financial Cooperation/KfW (BMZ No. 2011 66545). This cooperation is contained in a Memorandum of Understanding (MoU) signed by KLHK c.q. ASEAN Chair Indonesia together with the ACB Executive Director dated May 21, 2015 in Jakarta with the Implementing Agency is the Directorate of Conservation of Natural Resources and Ecosystems. Specifically, ACB's program objective is: "Strengthening the protection of biodiversity and natural resource management in line with the basic needs of local populations in the ASEAN region and strengthening ACB in its role to promote the protection of biodiversity".

In Indonesia, SGP Indonesia is managed by Penabulu Foundation as the ACB implementing partner in coordination with KLHK c.q. Directorate General of Natural Resources and Ecosystems c.q. Directorate of Biodiversity Conservation through the mechanism of the National Steering Committee (NSC) and the National Working Team (NWT).

Through Penabulu Foundation as a Service Provider (SP), SGP Indonesia will provide financial support in the form of Small Grants and Micro Grants for the ASEAN Heritage Park (AHP) conservation project in Indonesia, namely Gunung Leuser National Park (GLNP) and Way Kambas National Park (WKNP). For this reason, a guideline is compiled by the Service Provider as a reference for partners who will be involved in small grant program activities.



This SGP Indonesia Small Grants Administration and Financial Guideline is a manual for grantees/partners in managing and administering the grant funds received for small grant program activities. It contains the principles, the system of managing grant funds, the maximum cost standard that must be followed by SGP Indonesia's partners during their activities.

This guideline can also be used by prospective grantees/partners in preparing proposals and budgets that are effective and in accordance with the conditions set out in SGP Indonesia. This guideline was prepared based on the Program Management Manual of the ACB as a provision that must be followed in managing small grant funds.

This guideline and other documents in managing small grant program funds are expected to support partners and related parties to be able to manage grant funds in a transparent and accountable manner.

1.1. Objectives

The objectives of this guideline are:

1. To provide references to partners, prospective partners and Service Provider about financial procedures, use responsibilities, and financial reports;
2. To ensure administrative order in managing SGP Indonesia small grants.

1.2. Scope

The scope of the guideline for managing this small grants programme includes:

- a. Provisions and mechanisms for managing grants;
- b. Cost norms
- c. Financial administration;
- d. Monitoring and audit

SECTION II GRANTS MANAGEMENT

Small grants management refers to the SGP Program Management Manual (PMM) established by the ASEAN Center for Biodiversity. Each partner and prospective partner who will work together is expected to use this guideline in planning and managing small grant funds in SGP Indonesia.

2.1. Types of Small Grants

Grants are granted for the implementation of activities with a period of 6-12 months with a value of EUR 20,000 - 100,000.

Grantees are required to provide a self-help contribution of at least 20% of the total grant submitted in cash or in kind.

2.2. Small Grant Financing Budget

In budgeting for small grant costs, each partner must pay attention to the following matters:

- a. The main components of small grant costs (direct and indirect costs):
 - ğ Funding for small grant programme activities consists of Direct Cost and Indirect Cost.
 - ğ Direct Cost is cost directly related to the implementation of the activity and will only occur if the activity is carried out.
 - ğ Indirect Cost is cost that not directly related to activities, but support the implementation of small grant activities. Examples are office overhead and permanent employee salaries.
 - ğ It is expected that all costs are direct costs. The Small Grants Programme can only receive the largest indirect cost of 6.75% of the total budget.
- b. Cost Norms
The preparation of the budget must pay attention to the cost standards (Cost Norms) that have been set in the Small Grants Programme.
- c. Allowable costs are those used that can be verified, make sense for the benefit of the project.
- d. Costs that are not allowed include:
 - ğ Infrastructure development (roads, large buildings);
 - ğ Introduction/breeding of species not originating from the relevant national parks;

- ğ Armaments and ammunition purchases;
 - ğ Resettlement or settlement of community groups or communities;
 - ğ Trip/transportation costs not directly related to the project;
 - ğ Honorarium for permanent employees not related to the project;
 - ğ Management fee;
 - ğ Costs for activities related to practical political activities;
 - ğ Activities that discriminate against certain individuals or groups, gender, religion and ethnicity.
- e. Grantees are required to provide a self-help contribution of at least 20% of the total grant submitted in cash or in kind;
- f. The financing budget is prepared in the Activity-Cost-Milestone Plan (ACM Plan) as attached.

2.3. Disbursement of Small Grant Funds

Grants will be granted in the following stages:

Table1. Stages of Small Grants

Stage	Percentage	Detail
First Stage	50% of budget	Maximum of 15 working days after the contract is signed
Second Stage	40% of budget	Can be submitted after submitting a report on the progress of program implementation that lists the use of the first tranche of funds at least 75%
Third Stage	10% of budget	After the final report is submitted by the partner to the Service Provider and approved by the ACB.

Disbursement of funds will pay attention to the completeness of the program and financial reporting that has been known by the Head of the Authority or representative, submitted to the Service Provider, and approved by the ACB. Requests for funds are made by filling out a Request for Replenishment with a Statement of Expenditures and Detailed Breakdown of Expenditures.

2.4. Change in Budget Allocation

Submission of a budget change can only be done once and is done most quickly in the middle of the small grant program activity period. Grantees must submit justification for proposed budget changes provided that no more than 20% of the total budget has yet to be realized. Budget changes cannot be made to increase the budget ceiling for employee salaries for small grants programme. The allocation change is submitted to the Service Provider for verification and approval.

2.5. Unused Grant Funds

Remaining unused funds will be returned to the Service Provider for further arrangements with the NWT.

SECTION III COST NORMS

Table 2. Cost Norms

	Unit	IDR	EUR	Remarks
1. Fee for the resource persons				
Proposal assessment/ Reviewer/Resource Person	Person/day			Excluding DSA, accommodation, and transportation
i. The eligibility of resource persons in SGP:				The resource person also includes expert(s) who are conducting training and workshops
- Opening speakers in the level of ministry or Directorate General, or resource person with specific expertise more than 17 years' experience or equals to echelon 2 level.		1,000,000		Resource person at echelon 2 level
- With complex task that require through technical knowledge, autonomy, analytical and problem-solving skills, and ability to communicate clearly, with at least 20 years' experience, or equals to echelon 1 level.		1,400,000		For resource person with specific expertise or echelon 1 level
- With complex task that require through technical knowledge, autonomy, analytical and problem-solving skills, and ability to communicate clearly, with 15 years' experience, or equals to echelon 3 level.		900,000		resource person at echelon 3 level

- Tasks require application of a known methodology with technical knowledge, autonomy, and analytical skills, with 10 years' experience, or equals to echelon 4 level. For resource person, moderator or facilitator.		750,000		Resource person or facilitator/moderator		
- Secretariat/administrative support		350,000				
ii. The rate for meetings/workshops/seminars in various levels (national, provincial, regional and the site levels)						
2. Daily Standard Allowance (DSA)						
a. Within the Province, including the accommodation	Person/day	North Sumatra	450.000	North Sumatra	24	
		Lampung	390.000	Lampung	23	
		Jakarta	603,250	Jakarta	38	
b. Outside the Province, including the accommodation	Person/day	North Sumatra	900,000	North Sumatra		Average of GoI Cost Norm for Full Board Meeting Cost per site
		Lampung	780,000	Lampung	49	
		Jakarta	1,206,500	Jakarta	76	
c. DSA excluding the accommodation	Person/day	North Sumatra	150.000	North Sumatra		GoI Cost rates for activities within the province, excluding accommodation
		Lampung	150.000	Lampung		
		Jakarta	210.000	Jakarta		
3. Meeting Cost/Consumption				If the venue of the meeting is in the office		
a. Snacks and Lunch	Person/day	North Sumatra	64.000	North Sumatra	4	Combined GoI Cost Rates for Lunch and Snacks
		Lampung	62.000	Lampung	4	
		Jakarta	70.000	Jakarta	4	
b. Lunch or Dinner	Person/day	North Sumatra	47.000	North Sumatra	3	GoI Cost Rates for Lunch/Dinner
		Lampung	42.000	Lampung	3	
		Jakarta	48.000	Jakarta	3	
c. Meeting Cost/Consumption	Per Package per person	North Sumatra: 275,000 (one meal and 2	17	If the venue is in the hotel		

		snacks)			
		Lampung: 270,000 (one meal and 2 snacks)	16.71		
		Jakarta: 433,000 (one meal and 2 snacks)	26.8		
4. Land Based Transportation					
a. Land Based	Per Person	Maximum of 450,000 one way	Maximum of 28 one way	Against Receipt	
b. Rental Car	Per Car/day	North Sumatra	975.000	North Sumatra	58
		Lampung	846.000	Lampung	50
		Jakarta	911.000	Jakarta	54
Gol Cost Rates for rental car					
c. Ferry/boat, for the case of Lampung (Way Kambas)	Per Person	Maximum of 374,000 one way	Maximum of 23.14 one way	Against Receipt	
d. Airfare i. Local/Domestic	Per Person	5,778,830	364	Round trip Based on ASEAN Rate, against receipt	
5. Translation					
a. Bahasa to English and vice versa	Finished Page	125,000 (50% of GOI standard for the certified translator)	7.7	Document must be in A4 paper size, single spaced, font: Arial, size: 12	

Patrol in the forest (stay night) will be covered: allowance/DSA within the province/city for activities more than 8 hours, with additional 30% of accommodation fee (without receipt)

PMK 119 page 89: DSA within the province/city for activities more than 8 hours

- North Sumatra	Per person/day	IDR	150,000
- Lampung	Per person/day	IDR	150,000
- DKI Jakarta	Per person/day	IDR	210,000

PMK 119-page 33-34-point AA: For those who do not use accommodation facilities (hotel, etc) can claim 30% of hotel tariff in according to the relevant province standard

PMK 119 page 90: the lowest standard hotel tariff

- North Sumatra	Per person/day	IDR	530,000
- Lampung	Per person/day	IDR	580,000
- DKI Jakarta	Per person/day	IDR	780,000

Cost Norms of SGP Indonesia were developed with reference to the following documents:

- a. Minister of Finance Regulation No.119/PMK.02/2020;
- b. Guidelines for Activity Cost Norms mentioned in the Regulation of the Secretary General of the Ministry of Environment and Forestry No.P.7/SETJEN/ROKEU/KEU.1/11/2020;
- c. Standard Fees for the United Nations (UN) as published at <https://icsc.un.org/>; and
- d. ASEAN Standard Fee Rates.

SGP Indonesia's Cost Norms are subject to change at any time following changes in the reference documents.

SECTION IV FINANCIAL ADMINISTRATION

4.1. Partner Financial Administration

Matters that must be met in partner financial administration:

- a. SGP Indonesia partners are required to carry out administrative and financial management of the funds received.
- b. Partners must be able to demonstrate a management and supervision system through the appointment of personnel with clear duties and responsibilities in ensuring accountable management.
- c. Financial statements must be accompanied by documents and financial evidence that can be accounted for.
- d. SGP Indonesia's funds can only be used to finance agreed activities.
- e. Project financial transactions are recorded using a Microsoft Excel-based Daily Transaction Record (DTR) to be able to present financial information consisting of:
 - g Budget Realization Report (BRR)
 - g Financial Position Report (FPR)
 - g Funds Revenue and Expense Report (FRER)
 - g Detail of Down Payments
- f. Reporting on program costs is based on cost items in the Expenditures Statement and Detailed Breakdown of Expenditures documents and sent to the Service Provider.
- g. The financial statements are written in English.
- h. Partners must be able to report financial statements according to a predetermined schedule and signed by the person in charge of the project.
- i. Partners are obliged to keep all documents relating to the implementation of the small grant program for 10 years starting from the end of the Partner's fiscal year concerned, as stipulated in Chapter II, Article 11 (1), Law No.8 of 1997 dated March 24, 1997 concerning Company Documents.

4.2. Project Bank Account Management

The rules of project bank account management are as follows:

- a. Small grantee partners are required to open a special bank account to accommodate all small grant programme transactions at trusted banks.
- b. Partners must notify the Service Provider in writing the name and address of the bank and the bank account number used through the proposal form.
- c. Submission of the institutional account number is accompanied by a statement from the institution that the account used is an institution account specifically for the project in the small grant programme and the certificate must be signed by the agency head.
- d. Concerned Partners need to pay attention to the following matters:
 - g The bank used is a national bank with a wide network.
 - g All banking transactions related to small grants programme must be recorded in a separate bank account.
 - g The bank account used is an account that can send and receive funds at any time.
 - g The bank account is opened under the name of INSTITUTION.
 - g In special cases, partners can open accounts in the name of the two management of the institution after obtaining approval from the Service Provider.
 - g Every banking transaction must be signed by at least two people, in accordance with the position set by the Partner.
 - g For security purposes, the bank account book should be held by someone who is not authorized to withdraw funds from the account.
 - g Bank interest received from program grant funds must be reported together with financial statements to the Service Provider.
 - g All direct transactions are recorded in a bank book on the day of the transaction or on the day it receives evidence of a banking transaction.
 - g All deposit slips, withdrawal slips/withdrawal slips and fund transfer slips through the project bank account must be stored and available in full whenever needed and attached to the relevant Bookkeeping Evidence.
 - g Bank account balances in financial statement format must match bank balances.
 - g Bank book or copy of checking account for a small grants programme bank account, a copy of the notification from the Service Provider regarding the transfer of funds and a letter of confirmation of receipt of funds by the Partner to the Service Provider, must be complete and stored in an orderly manner.

4.3. Required Supporting Evidence

Partners are required to provide evidence of payment with a stamp duty of IDR 6,000 for transactions above IDR 1,000,000 and stamped LUNAS or PAID. For transactions in the field and/or village where no evidence or memorandum is available, it must be replaced with an Acknowledgment Receipt signed by the recipient of the funds. Each evidence of payment/receipt must be completed by adequate supporting evidence. The following are the Supporting Document Tables required:

Table 3. Supporting Documents

No	Type of Transaction	Supporting Evidence
1.	Honorarium Facilitator/ Speaker/ Moderator/ Researcher	<ul style="list-style-type: none"> - Payment Evidence - Curriculum Vitae (CV) - Employment Contract
2.	Honorarium of personnel in the project structure	<ul style="list-style-type: none"> - Payment Evidence - Curriculum Vitae (CV) - Employment Contract - Time sheet
3.	Communication	<ul style="list-style-type: none"> - Purchase/Payment Evidence - Bill from the communication provider, complete with the name and address of the store - Postpaid bills come with details of the call used
4.	Internet	<ul style="list-style-type: none"> - Payment Evidence - Bill from internet service providers
5.	Stationery	<ul style="list-style-type: none"> - Payment Evidence - Bill with the store name and address
6.	Vehicle Rent	<ul style="list-style-type: none"> - Payment Evidence - Copy of evidence of vehicle ownership and vehicle owner ID
7.	Accommodation	<ul style="list-style-type: none"> - Payment Evidence - Invoice with billing details - Guest folio per room stating the name of the guest and room number
8.	Local transportation	<ul style="list-style-type: none"> - Payment evidence or bill if using online transportation - Acknowledgement Receipt if evidence is not available
9.	Regional Transportation	<ul style="list-style-type: none"> - Payment Evidence - Boarding pass - Airport tax (if available)
10	Document Duplication	<ul style="list-style-type: none"> - Payment evidence that includes the name and address of the store - 1 set copy of document duplication
11.	Documentation	<ul style="list-style-type: none"> - Payment evidence - Invoice with multiple photo prints

12.	Consumption of meetings	<ul style="list-style-type: none"> - Consumption bill - List of attendees - Minutes of results - Meeting documentation
13	Procurement of goods and services valued at ≤ EUR 500 uses internal procedures	<ul style="list-style-type: none"> - Completeness is based on procedures in the partner SOP of Finance
14.	Procurement of goods and services worth more than EUR 500	<ul style="list-style-type: none"> - Completeness is based on the Procurement Program procedure

SECTION V MONITORING AND AUDIT

5.1. Monitoring

Service Provider will monitor the management of grants at least once a year.

The objective of monitoring is to examine reports that originate from managing small grants programme activities and oversee the use of grant funds. Monitoring is also carried out to measure the extent to which partners are able to manage grant funds responsibly.

Partners must cooperate and support the implementation of monitoring by the Service Provider by providing correct data and information. Service Provider will use partner financial statements as a basis for monitoring.

To monitor the management of grants, partners must submit financial statements regularly. The financial statements consist of:

5.1.1. Quarterly Report

Quarterly report is sent no later than the 10th of the following month to the Service Provider. This report includes:

- a. Daily Transaction Records;
- b. Budget status report;
- c. Expenditures and receipts report;
- d. Checking account;
- e. Statement Expenditures and Detailed Breakdown of Expenditures;
- f. Financial evidence with supporting documents affixed with LUNAS or PAID stamps

5.1.2. Final Report

Grantees are required to submit a final financial report to the Service Provider after the small grant funds have been used at 90% or the small grant contract period ends.

Matters that need to be met in preparing the final financial statements:

- a. All transactions in the reporting period have been recorded;
- b. Bookkeeping has been closed with the last transaction in the current period, including receipt of bank services and charging bank fees for the last month in the reporting period concerned;
- c. Cash has been physically calculated;
- d. A reconciliation has been made between bank books and bank account books;
- e. Debts due to receipt and submission of advances have been settled;
- f. Expenditures have been recorded according to the program code.

The compiled Financial Statements must be able to show:

- a. Funds received by the Small Grants Programme, or the remaining funds at the end of the previous reporting period.
- b. The remaining funds at the end of the reporting period must be able to show:
 - g Remaining funds in cash.
 - g Remaining funds in a bank account.
 - g Down Payments for activities that have not been carried out at the reporting date, which have not been accounted for, or unpaid bills (if any).

Partners are obliged to provide further explanation and details for each information presented in the financial statements and other reports if requested. The final disbursement of funds takes place after the final financial report has been received and approved by ACB.

5.2. Audit

In the context of carrying out supervision of the management of grant funds, the Service Provider will conduct an internal audit at least once a year of the financial statements submitted by grantees. The Service Provider will submit the audit report to ACB and NWT.

In addition to internal audits, external audits are also funded by ACB. The external audit was carried out by a nationally recognized independent accounting firm chosen by the Service Provider with ACB and accepted by the NWT.

SECTION VI CLOSING

This Small Grants Administration and Financial Guideline document will continue to be evaluated and refined by Service Providers based on input from parties, especially partners working in the field.



Annex:

1. Example Form Acknowledgment Receipt;

2. Request for Replenishment ;

3. Statement of Expenditures;

4. Detailed Breakdown of Expenditures;

5. Activities and Milestone Format;

6. Timeline Format;

Annex 1. Example Form Acknowledgment Receipt

Inset Logo of
Organization

Insert Name of Organization
Insert Address of Organization

ACKNOWLEDGEMENT RECEIPT

Date _____

RECEIVED from _____ Indicate Name of Organization

the sum of _____

_____ () _____

as full/partial payment for _____

Received by:

Name

Date

Annex 2. Request for Replenishment

Name and Address of Party/Third Party authorized to request replenishment

ASEAN Centre for Biodiversity
3F ERDB Building, Forestry Campus
Los Baños, Laguna 4030
Philippines

Financial Cooperation with the ASEAN Centre for Biodiversity (ACB)

Grant/Loan/Financing/Programme Agreement of ACB

Project/Programme name: Small Grants Programme by the ASEAN Centre for Biodiversity

Project- Reference No.: _____

Project Title: _____

Withdrawal Application No.: _____

Request for replenishment and submission of evidence of use of funds under the Disbursement Procedure for the period of _____

Dear Sir/Madam,

In accordance with the agreed Disbursement Procedure we enclose documentary evidence on the use of funds in simplified form substantiating the use of EUR _____. The evidence is composed of:

Statement of expenditures for supplies/services provided on the basis of the Separate Agreement, Annex "Total Cost and Financing", agreed with ACB, for each element of the program.

Detailed breakdown of expenditures

In accordance with the above-mentioned agreement, we request the transfer of EUR _____

(in words: _____) to the following bank account:

Account Name:

Account Number:

Bank Name:

Bank Address:

Swift Code:

Signature over Printed Name of Authorized Party

Attachments:

Sub-Annex No. 1: Statement of expenditure

Sub-Annex No. 2: Detailed Breakdown of Expenditure

Annex 3. Statement of Expenditures

Statement of Expenditure

Project-Reference No.:		Project/Programme Name:			Accounting Period: from to.....
Column 1*	2	3	4	5	6
Consecutive No. and description of individual measures	Amount of measure (as agreed)/ Currency: Euro	Expenditure in preceding accounting period Currency: Euro	Expenditure in current accounting period Currency: Euro	Total expenditures (column 3 plus column 4) Currency: Euro	Still to be disbursed (column 2 less column 5) Currency: Euro
TOTAL					

We confirm that the goods and services have not already been financed from grants or long-term loans.

Date

Signature Over Printed Name of Authorized Party

*please list the items according to those indicated in the Annex to Separate Agreement, "Total Cost and Financing".

Annex 4. Detailed Breakdown of Expenditures

Cost category / measures	Description/ Particulars	Payment Reference No.	Recipient of payment	Date of payment	Amount Paid	
					Currency	Amount
Subtotal per cost category						
TOTAL (in Euro)						

Date

Signature Over Printed Name of Authorized Party

Annex 5. Activities and Milestone Format

ACTIVITIES			COST							MILESTONES			
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Description of Tasks	Description of Activities	Budget Category	Costing				Financing (shared)			Notes / Remarks	Dates		Output / Product / Indicator
			Unit	Qty.	Unit Cost	Total Cost	SGP (80%)	Grantee (20%)	Co-financing		Start	End	
Outcomes/Strategic Objectives 1													
Output 1.1	Key Activities 1.1.1	Personnel											# Outreach strategy and plan # IEC materials # Campaign Reports # Training module # Training reports
	- Activity												
	- ...	Sub-contract											
	Key Activities 1.1.2	Equipment/supplies											
	- Activity	Meeting/Campaign											
	- ...	Travel											
		Office Cost											
Subtotal Task 1													
Output 1.2	Key Activities 1.2.1	Personnel											# IEC materials for village # Outreach Aids Materials # Campaign reports
	- Activity												
	...	Sub-contract											
	Key Activities 1.2.2	Equipment/supplies											
	- Activity	Meeting/Campaign											
	...												

ACTIVITIES			COST							MILESTONES			
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Description of Tasks	Description of Activities	Budget Category	Costing				Financing (shared)			Notes / Remarks	Dates		Output / Product / Indicator
			Unit	Qty.	Unit Cost	Total Cost	SGP (80%)	Grantee (20%)	Co-financing		Start	End	
		Travel											# IEC materials for school
		Office Cost											# School educational reports
													# Media report
Subtotal Outcomes/Strategic Objectives 1													
Outcomes/Strategic Objectives 2													
Output 2.1	Key Activities 2.1.1												# Outreach strategy and plan
	- Activity	Personnel											# IEC materials
	...												# Campaign Reports
	Key Activities 2.1.2	Sub-contract											# Training module
	- Activity	Equipment/ supplies											# Training reports
	...	Meeting/ Campaign											
		Travel											
		Office Cost											
Subtotal Task 1													

ACTIVITIES			COST							MILESTONES			
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Description of Tasks	Description of Activities	Budget Category	Costing				Financing (shared)			Notes / Remarks	Dates		Output / Product / Indicator
			Unit	Qty.	Unit Cost	Total Cost	SGP (80%)	Grantee (20%)	Co-financing		Start	End	
Output 2.2	Key Activities 2.2.1 - Activity ...	Personnel											# IEC materials for village
	Key Activities 2.2.2 - Activity ...	Sub-contract											# Outreach Aids Materials
		Equipment/supplies											# Campaign reports
		Meeting/Campaign											# IEC materials for school # School educational reports
		Travel Office Cost											# Media report
Subtotal Outcomes/ Strategic Objectives 2													

TOTAL PROJECT COST

NICRA 6.75%

TOTAL COST

Annex 6. Timeline Format

Outputs	Description of Activities	Year 1						Year 2						
		M7	M8	M9	M10	M11	M12	M1	M2	M3	M4	M5	M6	M7
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug
Outcomes/Strategic Objectives 1														
Output 1.1														
Key Activities 1.1.1.xxx	xxxxxx xxxxxxx													
Key Activities 1.1.2.xxx	xxxxxx xxxxxxx													
Outcomes/Strategic Objectives 2														
Output 2.1														
Key Activities 2.1.1.xxx	xxxxxx xxxxxxx													
Key Activities 2.1.2.xxx	xxxxxx xxxxxxx													

Contact



PENABULU FOUNDATION
GRANT MANAGEMENT

SGP Indonesia Secretariat

Kompleks Palapa, Jl. Palapa 2 Nomor 4,
Pasar Minggu, Jakarta Selatan



T: 021 27871746



e: sgp-acb@pgm.penabulu.id



sgp1idn.grantmanagement.penabulufoundation.org

