

ILEP C - CBR QUESTIONNAIRE
 APPLICATION FOR GRANTS FOR FIELD PROJECTS



PROJECT NUMBER	
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PROJECT NAME	
COUNTRY	INDIA

BUDGET YEAR	
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Completed on / / Signature of person in charge: Comments about most urgent needs:

INCOMES

Local currency used: _____

Exchange rate used: 1 Euro equal to _____

Estimated Incomes for budget year

(Total incomes should equal total expenditure)

		Amounts
Amount requested to AIFO	E AIFO	
Funds expected from other organisations		
Funds expected from local/central Government		
Expected income from own activities		
TOTAL INCOME expected for budget year	E TOTAL	

ATTENTION: E AIFO has to correspond to AIFO Expenditure (pg. 2)

E TOTAL has to correspond to TOTAL Expenditure (pg. 2)

COSTS EXPENDITURE SUMMARY

CODE	DESCRIPTION OF COSTS	Total budget Aifo + Not AIFO	Budget Asked to Aifo
1	FUNCTIONING		
1.1	Training courses		
1.2	Local activities/Microprojects		
1.3	Teaching materials		
1.4	Saving Schemes & Loans		
1.5	Miscellaneous		
1	TOTAL FOR FUNCTIONING		0
2	SALARIES		
2.1	Technical staff		
2.2	Administrative/Maintenance staff		
2.3	Supervision visits		
2.4	Public relations		
2.5	Miscellaneous		
2	TOTAL FOR SALARIES		0
3	INVESTMENTS		
3.1	Buildings/constructions		
3.2	Medical Equipment		
3.3	General Equipment		
3.4	Vehicles		
3.5	Rehab & Training Equipment		
3.6	Miscellaneous		
3	TOTAL INVESTMENT BUDGET		
4	ADMINISTRATION/MANAGEMENT		
4.1	Office expenses		
4.2	Special Budget		
4.3	Transport		
4.4	Miscellaneous		
4	TOTAL FOR ADMINISTRATION/MANAGEMENT		0
		Total expenditure	AIFO Expenditure
TOTAL EXPENDITURE			0

0

DETAILS OF FUNCTIONING COSTS

CODE	DESCRIPTION OF COSTS	Total budget Aifo+non Aifo	Asked to Aifo	Comments to explain requests (Use separate paper if needed)
1.1	TRAINING COURSES			
	Local Supervisors training courses			
	Volunteers training courses			
	Vocational training courses			
	Scholarships			
	Refresher T. Courses (specify)			
	Other costs (explain)			
1.1	TOTAL TRAINING COURSES		0	
1.2	LOCAL ACTIVITIES/MICROPROJECTS			
	Income Generating activities			
	Education activities			
	Disabled People Organisation support			
	Regular meetings			
	Health activities (specifies)			
	Others (explain)			
1.2	TOT. LOCAL ACTIVITIES/MICROPROJECTS		0	
1.3	TEACHING MATERIALS			
	Booklets, posters, etc.			
	World leprosy and disability day activities			
	School & Public campaigns			
	Audio/video materials			
	Exhibitions			
	Competitions/awards			
	Books-Journals-manuals			
	Photocopies/cyclostyling			
	Others (explain)			
1.3	TOTAL TEACHING MATERIALS		0	
1.4	SAVING SCHEMES & LOANS			
	Loans, credit funds			
	Others (explain)			
1.4	TOTAL FOR S.S. & LOANS			
1.5	MISCELLANEOUS			
	Internal Monitoring of activities			
	Planning/evaluation			
	Others (explain)			
1.5	TOTAL MISCELLANEOUS			
1	TOTAL MAINT/FUNCTIONING		0	

DETAILS OF STAFF SALARIES

CODE	DESCRIPTION OF COSTS	Total budget Aifo + non Aifo	Budget asked to Aifo	Comments to explain requests (Use separate paper if needed)
2.1	TECHNICAL STAFF			
	Rehab staff costs			
	Social worker staff costs			
	Other technical staff costs			
2.1	TOTAL FOR TECHNICAL		0	
2.2	ADMIN/MAINTENANCE STAFF			
	Administrator/Manager costs			
	Accounting staff costs			
	Drivers & logistic staff costs			
	Cleaners & General staff costs			
	Other staff costs			
2.2	TOTAL ADMIN/MAINT. STAFF			
2.3	SUPERVISION VISITS			
	Per-diems costs			
	Housing costs			
	Transport costs			
	Other benefits			
2.3	TOTAL SUPERVISION VISITS		0	
2.4	PUBLIC RELATIONS			
	Officials visits/hospitality			
	Mass media			
	Meetings			
	Others (explain)			
2.4	TOTAL FOR PUBLIC RELATIONS			
2.5	MISCELLANEOUS			
	Expatriate staff			
	Local consultant			
	Others (explain)			
2.5	TOTAL MISCELLANEOUS			
2	TOTAL STAFF		0	

DETAILS OF INVESTMENT EXPENSES

CODE	DESCRIPTION OF COSTS	Total Budget AIFO+non AIFO	Asked to AIFO	Comments to explain the request <i>Use separate paper if needed</i>
3.1	BUILDINGS/CONSTRUCTIONS			
	Workshops building			
	Store-office building			
	Social/community centre			
	Dispensary/health centre			
	Construction supervision			
	Land for building			
	Major repairs/extensions			
	Others (Explain)			
3.1	TOTAL FOR CONSTRUCTION			
3.2	MEDICAL EQUIPMENT			
	Microscopes			
	Laboratory equipment			
	Surgical instruments			
	O.T. Equipment			
	Others (Explain)			
3.2	TOTAL FOR MEDICAL EQUIP.			
3.3	GENERAL EQUIPMENT			
	Office equipment/furniture			
	Hospital furniture			
	Others (explain)			
3.3	TOTAL FOR GEN. EQUIP.			
3.4	VEHICLES			
	Cars/Jeeps			
	Ambulance			
	Motorcycles			
	Bicycles			
	Van/Minibus			
	Boats			
	Others (Explain)			
3.4	TOTAL FOR VEHICLES			
3.5	REHAB. & TRAINING EQUIP.			
	Teaching equipment			
	Rehabilitation equipment			
	Orthopaedic workshop equip.			
	Ortho. Workshop materials			
	Others (Explain)			
3.5	TOTAL FOR REHAB & TRAIN.			
3.6	MISCELLANEOUS			
	Water supply			
	Electrification			
	Roads			
	Sewage/toilets			
	Others (Explain)			
3.6	TOTAL MISCELLANEOUS			
3	TOTAL INVESTMENTS			

DETAILS OF ADMINISTRATIVE/MANAGEMENT COSTS

CODE	DESCRIPTION OF COSTS	Total budget Aifo+non Aifo	Asked to Aifo	Comments for explaining requests (Use separate paper if needed)
4.1	OFFICE EXPENSES			
	Office rent			
	Stationary & office supplies			
	Building maintenance/repairs			
	Office furniture			
	Electricity/water			
	Maintenance office equipment			
	Telephone			
	Email			
	Postage, fax			
	Others (explain)			
4.1	TOTAL OFFICE EXPENSES		0	
4.2	SPECIAL BUDGET			
	AIFO missions			
	AIFO meetings/workshops			
	AIFO groups visit			
	AIFO consultant visit			
	International congress			
	Others (explain)			
4.2	TOTAL SPECIAL BUDGET			
4.3	TRANSPORT			
	Petrol			
	Vehicle Insurance/maintenance			
	Air-tickets (explain)			
	Others (explain)			
3.3	TOTAL FOR TRANSPORT			
4.3	TOTAL TRANSPORT		0	
4.4	MISCELLANEOUS			
	Emergency fund			
	Others (Explain)			
4.4	TOTAL MISCELLANEOUS			
4	TOTAL ADMIN/MANAGEMENT		0	

INSTRUCTIONS FOR FILLING THE FORM:

1. Try to give as much explanations as possible; that will increase chances of approval.
2. If some specific request is very urgent/important please state that clearly & explain.
3. Please give details of total costs for all your activities under "Total budget AIFO + Non AIFO"
4. Under "Asked to AIFO" put only the costs related to health/social activities, supported by AIFO.
5. State clearly if you want AIFO to make orders for drugs/vehicles/materials in Europe.
6. Normally request should be made in local currency; state real exchange rate that you get for EURO