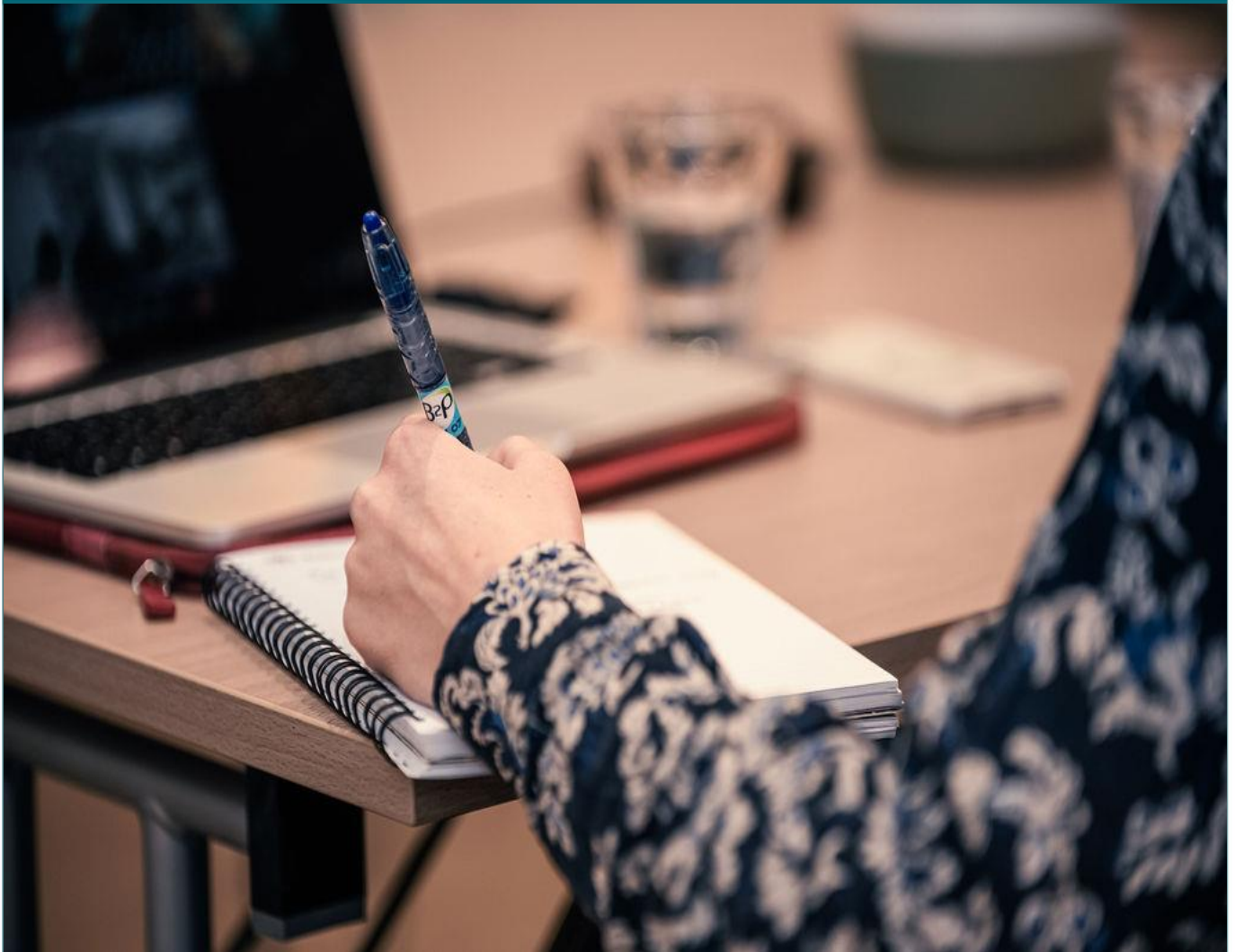


Budget Guide  
The Civil Society Fund

# GUIDE TO BUDGET PREPARATION FOR THE CIVIL SOCIETY FUND



*Foto: Kirsten Adler*

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## 1. VALIDITY OF THE GUIDE

This guide is valid for:

- Budgets for applications to the Civil Society Fund, including the Climate Change Adaptation Modality (CCAM) and the Neighbourhood Fund.

**Please note** that the guide is continuously updated if the rules are changed, or if anything in the text turns out to be unclear. Your organisation is responsible for always using the latest version of the guide.

The table below outlines how the guidelines apply, if you have received a grant *before* January 1<sup>st</sup>, 2025. As an example, an organisation with a Citizens Participation Intervention given before 2025 must follow the guidelines for a Large Project, as written in this guide.

Old support modality	New support modality
Small-scale Intervention	Small project
Citizens Participation Intervention	Large project
Development Intervention	Small Programme
Programme	Medium Programme & Large Programme

## 2. HOW TO USE THE GUIDE

This guide sets out the requirements regarding how to present the budget. Accordingly, its instructions should be followed when drawing up a budget in connection with applications to the Civil Society Fund.

Please note that the requirements for managing the budget of current grants are found in the Grant Management Guide available on CISU's website.

## 3. GENERALLY ABOUT BUDGETS

When applying for funding from the Civil Society Fund, a budget must be prepared according to the corresponding format available on CISU's website.

The budget must be drawn up in whole Danish kroner (DKK).

The budget should contain all project/programme-related costs, which must be presented in a clear and transparent manner. It is important for the assessment of the application that the budget is easy to understand.

The assessment of the application emphasis will be placed on the budget corresponding closely to the description of the project/programme. It will also be considered important that the costs of the project/programme are reasonable and well justified in view of the activities to be carried out and the results and/or changes expected to be achieved.

When writing the application, it should be ensured that all budget items are described and explained in the actual application text so that the application and budget easily can be linked. If your application includes outputs/outcomes, **please refer to the same output/outcome numbers in the application text and in the budget format for easy reference.**

It is particularly important that larger or unusual budget items are justified – both in the application and in the budget notes. Special points of attention include, for example, the salary of Danish staff, significant purchases/investments, or if budget items such as salaries, local administration, and travel costs are a relatively large portion of the total budget.

### **3.1. Insurance**

The Danish organisation must provide for insurance coverage of major equipment, stock, fixtures and project/programme personnel (permanent, temporary, and voluntary personnel) to the extent possible. This also includes travel insurance. The Danish organisation must also ensure that the local partners take out necessary insurance for personnel and major equipment etc. Those costs can be covered by the budget.

### **3.2. Travel expenses**

Travel expenses must be budgeted as economically as possible, which includes limiting the number of travelers to those necessary.

Airfares must be priced at no more than economy class, and accommodation should not cost more than a normal tourist-class hotel, unless safety risks make it important to stay at a more safe and more expensive hotel. See also the Danish Ministry of Finance's rates for hotel expenditure during business travel as described below.

Bonus points earned on travel as part of the grant may not be used privately by employees but can be included in the discounting of other travels as part of the grant.

Per diem and mileage allowance cannot exceed the rates for business travel laid down by the Danish Ministry of Finance. These rates can be found in 'Medarbejder- og Kompetencestyrelsen's document "Cirkulære om satsregulering for tjenesterejser".

### **3.3. Salaries for Danish personnel**

When salaries or fees for Danish personnel are included in the budget, the organisation must be tax-registered and declare its accounts to the Danish tax authorities in keeping with current rules.

Furthermore, a time registration system must be used, so that the actual number of person-hours used can be calculated, documented, and approved according to the organisation's procedures.

There is no distinction in principle between the person-hours of permanent, temporary, and voluntary personnel dedicated to the implementation of a programme. In all cases, the rates must adhere to the following:

- All grant-specific spending on Danish salaries must be considered in the budget presented in the application beforehand and must subsequently be documented in a time registration system, accounts and reporting.
- The hourly rate for permanent, temporary, or voluntary staff may not exceed:
  - Their current salary level i.e., actual salary cost as well as related expenditures e.g., pension and social security.
  - The publicly recognized salary level for salaries paid with public funds as presented by Ministry of Finance ('Den fællesakademiske lønskala' via <https://medst.dk/>).

- If the Danish organisation hires local staff at field offices, their salaries cannot exceed the average level for equivalent organisations in the same country.

### 3.4. Salaries for local staff

Salaries for local staff may be budgeted for. Wages must be in accordance with salary levels prevailing in the local labour market. The Danish embassy in the partner country or other NGOs present might be able to help with information on these levels.

Attention must be paid to local labour rules, including hiring, wages, notice of termination, compulsory healthcare contributions, local taxes on salaries, payment for a 13<sup>th</sup> month, etc. This ought to be discussed with the local partner, who knows the local rules.

The partner organization(s) must register work hours spent on the project in a time registration system or tool, e.g. Excel. Salaries must be in accordance with the approved budget, and documented by salary payments (e.g. pay slips). The number of work hours must be documented and approved according to the organisation's procedures.

Regarding Medium and Large programmes the time registration must be per outcome.

### 3.5. Investments

Investments include major procurements that are not only used during the realisation of activities. For example, seeds and teaching aids will be budgeted as activity expenses, whereas vehicles and IT equipment will be seen as investments. The purchase of land or real estate is usually not supported by the Civil Society Fund.

Please note, investments covered by the grant funds in Denmark must comply with Danish law including tax and accounting rules.

### 3.6 Monitoring visits from CISU

Local partners can receive monitoring visits from CISU during the implementation period. The partners' expenses relating to CISU's monitoring visits must be covered by the budget margin of the project/programme. These include staff travel costs, staff per diem, and meeting expenses. CISU incurred expenses such as transport costs (car hire, gas), CISU staff hotel costs, and translation are covered by CISU. If the partners cannot cover all expenses related to the monitoring visit, e.g. if the grant is small and the budget margin does not leave enough room for the expenses, CISU can in special cases cover some of the costs, but this must be agreed upon when drafting the Terms of Reference (ToR) for the visit. If monitoring visits are carried out after the project/programme end date, and there are no remaining funds, CISU will cover the costs for the monitoring visit.

The costs related to the monitoring visit can be placed under the following budget lines:

- Budget line 1: Local Partner Activities: **Costs incurred by local partners** (excluding salaries) in connection with CISU's monitoring visit. A new activity called *CISU monitoring visit* can be added without prior approval from CISU.
- Budget Line 3: Local partner staff and volunteers: **Salaries for local partner staff** related to CISU's monitoring visit.
- Budget Line 6: DK partner activities and project monitoring: **Any expenses incurred by the Danish organisation** in connection with the CISU monitoring visit.


## 4. BUDGET FORMAT FOR PROJECTS AND SMALL PROGRAMMES

The same budget format is used when applying for Small Projects, Large Projects, Small Programmes, Co-Funding (Funding Diversification), all modalities under the Neighbourhood Fund. The budget format is available on CISU's website.

The budget format is an Excel file containing four spreadsheets:

- **Spreadsheet 1** (Budget) and **spreadsheet 2** (Budget notes & calculations) must be filled in by all applicants.
- **Spreadsheet 3** (DK workhours) must be completed if the budget contains salaries of staff or volunteers from Denmark taking on relevant professional tasks.
- **Spreadsheet 4** (Budget summary) automatically generates an overview of the main lines in the budget.

The four spreadsheets will be presented in the following sections.

Latest revision 11.2024		 <b>CISU</b> CIVIL SOCIETY IN DEVELOPMENT
<b>Budget format for the Civil Society Fund</b>		
Help is available in "Guide to Budget Preparation" at <a href="http://www.cisu.dk/skemaer">www.cisu.dk/skemaer</a>		
<b>[Project title]</b>		
All budget items must be numbered. You may add lines under one or several main budget lines if necessary.		
Line ref.	Description (activity, item etc.)	From the Civil Society Fund, DKK

### 4.1. SPREADSHEET 1: BUDGET

All budget items in the project/programme are entered into spreadsheet 1.

It is important that you only type in the white cells of the budget format, since all the coloured cells contain formulas.

This is how each column should be filled out:

- **Line reference:** Each line in the budget must be given a **sequential** number.
- **Description (activity, item etc.):** Each budget line must have a **description** of the activity and item included. If your application includes outputs/outcomes, please refer to their numbers in the description for easy reference.
- **From the Civil Society Fund, DKK:** Amounts applied for to the Civil Society Fund are entered into the column "From Civil Society Fund, DKK".



*Example of how spreadsheet 1. Budget could be filled out:*

Line ref.	Description (activity, item etc.)	From the Civil Society Fund, DKK
1. Local Partner Activities		
1.1	Outcome 1: Improve knowledge and capacity of CSPs led by urban youth	
1.1.1.	Tools to strengthen CSOs	18.200
1.1.2.	Youth Academy facilitation	55.413
1.2	Outcome 2: Implementation of action plans to strengthen CSPs	
1.2.1.	CSO participate in and plan mentee programme	7.200
1.3	Flexible funding to CSOs	8.000
1. Subtotal		88.813

#### 4.1.1. Main Budget Lines

The budget consists of several main budget lines. As a starting point, the local partner has budget responsibility for lines 1 to 4, and the Danish partner has budget responsibility for budget lines 5 to 14, except for budget line 11 Contingency which is shared among the partners. In certain cases, it may be appropriate for one partner to pay for something that concerns the other partner's part of the budget.

##### Budget line 1: Local partner activities

All expenses directly related to implementation of activities must be budgeted under budget line 1. This could for example be expenses for trainings for the target group, such as rent of venue, transport costs for participants, per diems for participants, per diems for local staff etc.

Activities must be structured in accordance with the objectives defined for the project/programme. In the case of activities aimed at pursuing several objectives at the same time, the activity costs should be divided between the various objectives. This presentation will help reveal where the emphasis of the project/programme has been placed financially. However, if the number of activities is very high, it may be helpful, for the sake of clarity, to gather related activities under a single budget line, and then elaborate on the various expenses making up the total amount in a budget note (spreadsheet 2). Read more about budget notes in section 4.2.

Example of how specific objectives (outcomes) can be broken down into outputs and activities can be found above.

You can choose to budget up to 10 % of the activity funds as flexible funds. This means that the funds can be used for activities and ideas that arise locally while you are working on the project/programme. Therefore, you do not have to describe what the funds will be used for in the application, but the activities must support the project's/programme's goals. You do not have to apply for prior approval from CISU when you use the flexible activity funds, but you must describe what the flexible activity funds were used for in the final report.

##### NB:

Salary and fees incurred in direct connection with activities, e.g. fees for external local consultants must be budgeted under budget line 3.



### **Budget line 2: Local partner investments**

Under *Local partner investments*, you must budget all purchases of material to support the local implemented activities. This could be, for example, the purchase of tools, vehicles and IT equipment.

Direct input to the implementation of activities, e.g. seed and teaching materials, must be budgeted under budget line 1.

The purchase of land and real estate cannot be supported.

### **Budget line 3: Local partner staff and volunteers**

All salaries and fees for persons in the partner country must be budgeted on budget line 3. This includes:

- Salaries for local staff and volunteers related to project/programme activities and management hereof (e.g., project coordinator, accountant).
- Salaries and fees incurred in direct connection with activities, e.g. fees for external local consultants.

For permanent staff, you must for each position specify (e.g. in a budget note, spreadsheet 2):

- Position, percentage of full-time position, number of work hours and wage.
- Other employment costs

Attention must be paid to local labour rules, including hiring, salaries, notice of termination, compulsory healthcare contributions, insurance, payment for a 13th month, etc. This ought to be raised with the local partner who knows the local rules. In the case of projects/programmes lasting several years, it will also be a good idea to consider possible salary rises and adjustments during the project/programme period.

Salaries must be in accordance with salary levels prevailing in the local labour market. The Danish Embassy in the partner country or other NGOs present might be able to help with information on the salary levels.

For all organisations that budget and account for salaries, it is required that the organisation uses a time registration system to calculate, document, and approve the actual time spent.

### **Budget line 4: Local partner administration**

The local partners' costs for the administration of the project/programme activities must be budgeted on budget line 4 (e.g. rent, insurance, phone, internet, etc.). Costs must be justified in the budget notes (see part 4.2).

It is important that the local partner provides the necessary insurance for staff, equipment, etc.

#### ***Bank costs***

Bank costs in the partner country must be covered by budget line 4. This applies to both interest expenses, bank fees for transferring funds to Denmark as well as basic fees regarding bank account operation.

#### ***Local audit***

Costs for auditing of the grant in the partner country must be budgeted on budget line 4. If the local auditor audits the entire grant, the cost of the local auditor can be budgeted under budget line 12. DK Partner Auditing. It must be pre-approved by CISU if the local auditor performs the entire audit.

Please note:

- It is a **requirement** for grants over DKK 500,000 that an audit of expenses paid locally is carried out in the partner country. The local audit is part of the audit of the final accounts in Denmark.
- It is **recommended** for grants over DKK 500,000 running over several years, that an audit is carried out in the partner country *every year* of expenses paid locally.
- It is **recommended** for grants between DKK 200,000 and 500,000 that an audit of expenses paid locally is carried out in the partner country. The local audit is part of the audit of the final accounts in Denmark.

Read more about auditing requirements in the Civil Society Fund's Grant Management Guide available at CISU's website.

### Budget line 5: External evaluation

It is not a requirement to include an external evaluation for Small Projects, Large Projects, and Small Programmes. For Medium and Large Programmes, an external evaluation is required.

However, CISU always recommends that interventions are evaluated. The larger grant, the more important it is to have an evaluation, preferably with external inputs. For grant holders of Small Projects, Large Projects, and Small Programmes, it is up to the grant holders whether they will make an internal evaluation, or they will make use of an external evaluator, or whether they want to combine the two options. For Medium and Large Programmes, it must be with external consultants.

Costs related to an external evaluation are budgeted on budget line 5. That is an evaluation carried out by an external, independent consultant. The external evaluation can either be carried out mid-term or as a final evaluation.

An evaluation must be justified in the application, and the amount of the expenditure for an evaluation is expected to be proportional to the size of the grant.

You may apply for salary or fees for the external consultant as well as the same types of costs as for Danish project monitoring (budget line 6).

Persons from the Danish organisation or from the partner organisation can be resource persons for the external consultant. In that case, salaries for resource persons from the Danish partner must be budgeted on budget line 7 and salaries for resource persons from the local partner must be budgeted on budget line 3.

Please note that when the Danish partner and the local partner carry out an internal evaluation of the project, the costs must be entered under

- Budget line 6. DK partner activities and project monitoring: Costs related to Danish participation.
- Budget line 1. Local partner activities: Activities etc. made in relation to the evaluation.
- Budget line 3. Local partner staff and volunteers: Salaries for local partner participation.

### **Budget line 6: DK partner activities and project monitoring**

On budget line 6 you must budget costs for the Danish partner including volunteers, which directly relate to the project's/programme's activities.

These costs may be:

- Salaries for project/programme activities including activity specific capacity building, advocacy, policy work, strategic service delivery etc.
- Project/programme specific investments i.e., purchase of physical assets for project specific activities (e.g., IT equipment).
- Salaries for project/programme management and ongoing supervision of implementation and progress in cooperation with the local partner, including project/programme specific:
  - Professional advice, support and capacity building of local partners and other relevant actors
  - Professional support for partners' administration and accounting.
  - Technical assistance, monitoring and compliance.
  - Monitoring of ongoing projects/programmes, including monitoring visits and reporting.
  - Support for volunteers' involvement in monitoring and reporting.
  - Evaluation of ongoing activities.

CISU requires that the Danish organisation monitors the local partners, their financial management and the project/programme activities. The monitoring may be carried out by employees and members of the Danish partner organisation and can be conducted in person or online.

It is possible to apply for funding of salaries or fees for participation in project/programme monitoring by the Danish partner's employees or volunteers. More detailed guidance and requirements are set out in section 4.3 Danish workhours.

### **Travel expenses**

- Travel expenses must be budgeted as economically as possible.
- The number of travelers and trips must be limited to those necessary.
- Per diem and mileage allowance cannot exceed the rates for business travel laid down by Denmark's Ministry of Finance, available at [www.medst.dk](http://www.medst.dk)
- Airfares must be priced at no more than economy class, and accommodation should not cost more than a normal tourist-class hotel, unless safety risks leads to safer and more expensive hotels. See also the Danish Ministry of Finance's rates for hotel expenditure during business travel, available at [www.medst.dk](http://www.medst.dk).
- Bonus points earned on travel as part of the project/programme may not be used privately of employees but can be included in the discounting of other travels as part of the project/programme.
- Cancellation and travel insurance for both employees and volunteers should be included in the budget.
- Expenses for climate/CO2 compensation for project travels can also be budgeted. This will typically be either an additional price paid for the plane ticket or compensation paid via a CO2 compensation scheme.

**NB:**

Salary expenses (budget line 6.1) must be entered in spreadsheet 3 (DK Work Hours), as the budget format automatically transfers the amount to spreadsheet 1 (purple cell).

**Budget line 7: DK partner project and programme support costs**

*Project and programme support costs* must be budgeted on budget line 7. These costs *support* the implementation of the project/programme and are not costs that cover the direct implementation of the project/programme activities.

Such indirect project and programme support costs will typically cover the following areas:

- Management of project/programme staff.
- Coordination and support of volunteers' involvement in project/programme activities.
- Planning, coordination of project/programme activities and preparation of project/programme documentation.
- IT equipment for project/programme supporting functions.
- Recruitment of project/programme specific staff.
- Project/programme specific studies, reporting, finance and procurement tasks. This includes reporting concerning the project/programme to CISU (e.g. status reports, final reports and final accounts).
- Project/programme specific advisory and support to local partners (i.e. supporting local operational capacity and localisation).

**NB:**

Salary expenses (budget line 7.1) must be entered in spreadsheet 3 (DK Work Hours), as the budget format automatically transfers the amount to spreadsheet 1 (purple cell).

**Budget line 9: Project- and programme related information (PRI)**

It is possible to apply for funding for information activities in Denmark related to the project/programme, including Danish workhours. The amount applied for cannot exceed 2 % of budget line 8 "Total activities costs" in the budget format.

In the budget format, there is a control cell that shows the minimum and maximum amounts you can budget with.

**NB:**

Salary expenses (budget line 9.1) must be entered in spreadsheet 3 (DK Work Hours), as the budget format automatically transfers the amount to spreadsheet 1 (purple cell).

**Budget line 11: Contingency**

The budget should contain a margin amounting to a minimum of 6 % and a maximum of 10 % of budget line 10 "Total project costs". The contingency may be used to cover unforeseen expenses on

some of the other budget lines, such as increases in prices, wages, exchange rates and interest costs in Denmark.

If you or your partner organisation get appointed for a monitoring visit by CISU, the associated expenses must be covered by grant – which could be the contingency.

In the budget format, there is a control cell that shows the minimum and maximum amounts you must budget with.

See the Civil Society Fund's Grant Management Guide for the requirements regarding spending of the contingency, including when it is necessary to request for CISU's prior approval.

### **Budget line 12: DK partner auditing**

The final accounts regarding grants above DKK 200,000 must be audited by a chartered or state-authorised auditor who should be appointed by the Danish partner.

The budget for auditing in Denmark must cover:

- the costs of auditing the project's final accounts
- the part of the organisation's yearly general accounts that concerns the interim accounts of the grant.

The audit of the rest of the organisation's yearly general accounts cannot be covered by budget line 12 but must be financed through budget line 14: DK Partner Administration.

Auditing costs in the partner country must be charged under budget line 4: Local partner administration. If the local auditor audits the entire grant, the cost of the local auditor can be budgeted under line 12 (DK Partner auditing). It must be pre-approved by CISU if the local auditor performs the entire audit.

The total auditing costs in Denmark and in the partner, country should normally be kept at between 2 and 3 % of the total grant. It should be noted, however, that for small projects, the cost of auditing could typically be a larger percentage of the total grant than the cost of large projects. If the cost of the audit is higher than 2 to 3 %, this must be justified in the budget notes.

Please note that, in the case of grants of DKK 200,000 or less, audit fees are paid by CISU, and hence the fee should not be included in the budget.

The Civil Society Fund's Grant Management Guide and the Audit Instructions detail the audit requirements in Denmark and in the partner country.

### **Budget line 14: Administration DK partner**

7 % of total costs (budget line 13) may be set aside for administration in Denmark. The administration fee should cover the Danish organisation's general additional administrative costs in connection with the approved project, when these do not pertain to any of the other budget items. Below are examples of what such costs may include:

- Administration and accounting of the organisation itself (i.e. not related to project activities).
- Visits and monitoring visits that does not form part of activity-specific monitoring.
- Recruitment and selection of personnel unrelated to any specific intervention.

- All contact/dialogue with CISU that do not relate to the project.
- General compliance and administrative and legislative reporting tasks in relation to the organisation (e.g. VAT, audit).
- General budgeting and accounting tasks.
- The organisational leadership's involvement in the development cooperation (leadership refers to members of the various governing bodies).

In the budget format, there is a control field that shows the maximum amount you can budget with for administration in Denmark.

See CISU's Grant Management Guide for the Civil Society Fund for further requirements regarding the use of the administration fee.

### **Disability compensation**

You can apply for disability compensation from the Civil Society Fund to cover extra expenses for the Danish partner. The costs can be for personal assistants, sign language interpreters, special transportation and other aids in connection with the Danish partner's active participation in the implementation of a project.

You can also apply for disability compensation in connection with project-related information work in Denmark.

Note that disability compensation for the local partner must be sought as an integral part of the project and be activity-specific.

The relevant expenses should be registered under budget item A-E in the bottom of Spreadsheet 1. Budget in the budget format.

<b>Disability compensation</b>	
A. Special transportation (explain relevance in notes)	-
B. Accommodation for helper (explain relevance in notes)	-
C. Airfare for helper (explain relevance in notes)	-
D. Special translations etc. (explain relevance in notes)	-
E. Other (explain relevance in notes)	-
<b>Total Compensation</b>	-
*Relevance of all budget lines must be explained in the budget notes, sheet 2	

Please note that expenses for disability compensation will be supplementary to the grand total amount applied for. In this way, the sum of the grand total and the expenses for disability compensation can exceed the usual maximum amount for the modality.

Amounts given as disability compensation are *not* included in the grant ceiling for the individual organisation.

## 4.2. SPREADSHEET 2: BUDGET NOTES & CALCULATIONS

Budget notes help ensure that the budget can be understood by those who are going to use it. Moreover, they are important to enable an assessment of the cost level of the project, which is a factor in the decision of whether to approve or reject the application.

Accordingly, items calling for further explanation must be described in the budget notes. These can be, for example, what a unit is to be used for or what it covers.

### **Example of explanation in budget note**

The local partner has access to shared office space in the city for the ten months the project lasts. The contribution to the office space is a total of DKK 2,400 for the ten months.

### **Calculation of costs in a budget note**

It is important that significant costs indicated in the budget are specified in the budget notes in terms of a calculation of unit costs, number of units, number of times (frequency) and total amount.

The terminology used in the budget notes is explained here:

- **Unit type** is the basis for calculating the cost of the budget line. It helps to think about how this will be charged (by person, by item, by day/month).
- **The number of units** describes how many of the items described in the unit type column are needed.
- **The number of times (frequency)** describes the number of times the unit will be used / the unit will take place.
- **Unit cost** is the price of one unit of the unit type in DKK.
- **Total budget** is calculated by multiplying the numbers in the three previous columns together (no. units x frequency x unit price).
- **Notes and assumptions** must explain where the costs or quantities came from or what assumptions were made. The notes are very useful to help the reader understand the budget.

*Examples of how spreadsheet 2. Budget notes & calculations could be filled out:*

Line no.	Description / notes/ assumptions	Unit	No of units	Frequency	Price pr. unit, DKK	Total, DKK
1.1.1.	Advocacy Workshops: 25 participants x 3 one-day workshops incl. lunch and refreshments, venue, and transport for participants	workshop	1	3	4.000	12.000
1.1.2.	Trip to Uganda: 2 persons x 5 days incl. flight round tickets, visum, accomodation, vaccinations, and per diems	travel cost per person	2	1	13.500	27.000
1.2.1	Story-telling trainings: 10 participants x 5 days training incl. accomodation and venue, meals, and stationary	training costs per day	1	5	10.250	51.250
2.1.1	Community meetings: 10 one-hour meetings	venue hire	1	10	500	5.000

### 4.2.1. Fair and transparent cost allocation

For costs that relate to the organisation's general operational costs, it may only be relevant to apply for part of the operational costs to be covered by the given project supported by the Civil Society Fund. This is



especially relevant for organisations with several sources of income and donors because more than one source of income pays for the operational costs. That is salaries for staff with supporting functions in the organization such as the bookkeeper and management, as well as expenses for rent and office supplies (expenditure **on budget lines 3, 4 or 7**).

In such cases, you must either **explain** how you calculated the amount that the project must support or use a **cost allocation key that calculates** the distribution of the expenditure across income or projects. The most important thing is that the allocation of the cost is fair and transparent.

#### ***Examples of calculation of cost allocation keys***

A part of project support costs needs to be allocated to a CSF project. This could be office costs including rent, cleaning, utilities and supplies, telephone and internet costs, goods, materials, maintenance etc.

Cost allocation could e.g., be:

- a) Based on **'head counts'**: 2 of the 3 employees in the organisation works on the CSF project i.e.,  $2/3 = 67\%$  of the cost is allocated to the CSF project.
- b) Based on **'time registration-key'** (i.e., estimated use of hours): 2.892 workhours of in all 4.520 workhours are estimated to be spent on the project i.e.,  $2.892/4.520 = 64\%$  of the costs is allocated to the project.
- c) Based on **'project portfolio'**: The organisation has a project portfolio of 1 million DKK. The organisation applies the Civil Society Fund for 2 million DKK. That is, the organisation will have a project portfolio of DKK 3 million if the project is granted. i.e.,  $2/3 = 67\%$  of the costs are allocated to the CSF project.

#### **Fairness**

Please note that the three cost allocations in the example all are considered fair as they all allocate a rather similar percentage of the cost to the project (67 % and 64 % respectively). If an allocation mechanism results in an unfair allocation (e.g., a significant higher share) it cannot be applied.

An expense must always be justified in the budget notes. **However, a calculation of a cost allocation key is not required at the time of application.** At the time of the audit of the final accounts of the grant, the organisation must be able to explain to the auditor how costs for administration are distributed 'fairly and transparently' between the various sources of income.

### **4.3. SPREADSHEET 3: DK WORKHOURS**

Spreadsheet 3 'DK workhours' must be filled out if the budget covers salaries or fees for permanent employees, temporary employees or volunteers of the Danish partner. If the project is implemented together with another Danish partner, this partner can also fill out 'Danish workhours'.

It is not possible to establish an exact ceiling for the proportion of a grant that may be spent on salaries Danish personnel. However, the Danish workhours will be assessed paying attention to the following aspects:

- The need for Danish labour should be justified by the needs of the local partner or target group.
- There must be reasons not to hire local people to carry out the task.
- The Danish input funded by the project should not give rise to dependency on the Danish partner.

### 4.3.1. Filling out spreadsheet 3

All Danish workhours must be budgeted on either budget line 6. DK partner activities and project monitoring, 7. DK partner project support costs or 9. Project related information (PRI). See the sections above for details on what payroll expenses can be included under these main budget lines.

Remember to complete the cells under 'activity' and 'description of assignment' in spreadsheet 3, thus declaring what each person will contribute with.

Danish workhours									
This section must be filled out if the budget includes salaries or allowances for personnel or volunteers from the Danish partner(s).									
<b>6. DK partner activities &amp; project monitoring</b>									
Salaries (DK HQ and local, documented by time registration or similar)									
Line ref.	Activity (specify budget item)	Name of employee / volunteer	Descriptions of Tasks	Title	Hourly fee, DKK	Number of hours			Total Fee
						Hours - abroad	Hours in Denmark	Hours total	
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-

Note that the budget format automatically transfers the amounts entered into spreadsheet 3 to the relevant budget lines in spreadsheet 1 (Budget).

### 4.3.2 Requirements for budgeting with Danish work hours

Please note that if salaries or fees for Danish personnel / volunteers are included in the budget, it is mandatory for the organisation to be tax-registered and declare its accounts to the Danish tax authorities in keeping with current rules.

The Danish partner as well as any Danish partner organizations are also responsible for the necessary insurance of staff and volunteers who participate in the project.

There is no distinction in principle between the workhours of permanent, temporary, and voluntary personnel dedicated to the implementation of a project. In all cases, the rates must adhere to the following:

- All Danish salaries must be presented in the budget with reference to individual activities and must subsequently be documented in accounts and reporting on the activity concerned.
- The hourly rate for permanent, temporary or voluntary staff may not exceed:
  - Their current salary level i.e., actual salary cost as well as related expenditures e.g., pension and social security.
  - The salary level for public employees in similar positions.
- The salaries of local staff at field offices cannot exceed the average level for equivalent organisations in the same country.

## 4.4. SPREADSHEET 4: BUDGET SUMMARY

After spreadsheet 1 in the budget format has been filled out, a Budget Summary is automatically generated in spreadsheet 4, which provides an overview of the main budget lines.

**NB:**

Spreadsheet 4 is for CISU's internal use, and you may not write or edit in this spreadsheet.

## 5. BUDGET FOR MEDIUM AND LARGE PROGRAMMES

### 5.1 GENERAL REQUIREMENTS

The budget must be prepared according to the corresponding format, Programme Budget Format, available at [www.cisu.dk/puljer](http://www.cisu.dk/puljer)

The budget must be drawn up in Danish kroner (DKK). No decimals may be used with respect to DKK.

A programme budget normally covers four years. The budget shall be presented following calendar years.

The budget must be presented in a clear and transparent manner. It is important for the assessment of the programme application that the budget is easy to understand. In this respect, please note that the proportionality of cost level and the expected outcomes is an important part of the assessment.

#### External review

In 3<sup>rd</sup> or 4<sup>th</sup> quarter of the third year of the program period, the organization is obliged to carry out an external review of the programme. Terms of Reference (ToR) for the review must be drawn up by the organisation and approved by CISU no later than 1 October. The review must be conducted by an external consultant, approved by CISU, and the cost is expected to be appropriate with the size of the programme.

The costs regarding the review must be included in the program budget under “cross-cutting activities; either as an A2 cost (Local Staff) if it is a consultant from one of the programme countries, or as an A1 cost if the consultant is from Denmark. The costs include the fees of the external consultant and the external consultant’s travel expenses, accommodation, per diem and mileage allowance when following the conditions specified in the above section on ‘Travel Expenses’.

### 5.2 COST CATEGORIES

A significant difference from earlier programme budget formats is the introduction of cost categories. For this reason, this chapter will elaborate on the meaning of the different cost categories.

#### The cost category relevant for local implementing partners

All costs in the budget for and managed by local independent implementing partners fall into the cost category A2.

In the detailed budget, A2 is divided into four sub-categories to make the proportionality between different types of partner costs more transparent. The sub-categories are:

- Local Partner Activities
- Local Partner Investments
- Local Staff
- Local Administration

Outcome 1
1.1 Local Partner Activities (A2)
1.2 Local Partner Investments (A2)
1.3 Local Staff (A2)
1.4 Local Administration (A2)

‘Independent’ in relation to implementing partner is to be analysed and justified in terms of the following indicative criteria:

- 1) Judicial independence

- 2) Independent governance structure
- 3) Degree to which it is rooted in local community (e.g., through volunteers, membership base, local donation).

Hence, A2 costs **do not** include transfers to country and regional offices of the programme organisation nor to the international alliances, to which the programme organisation is a member.

### The cost categories relevant for the Danish applicant / grant holder

Except for A2, all other cost categories are relevant for the Danish applicant/grant holder only.

Please note that country and regional offices, that are functioning as extensions of the programme organisation are seen as part of the Danish applicant.

### A1 and A3: Activity cost vs. Support cost

The cost categories A1 and A3 are both:

- Costs that are *necessary to deliver a programme*.
- In the budget for and managed by the Danish applicant / grant holder.

However, A1 and A3 differs with respect to their *purpose* where:

- A1 is activity costs i.e., costs *directly linked* to the implementation of programme activities.
- A3 is support costs i.e., costs necessary to support programme management.

Examples:

A1:

- A project manager's salary for the time spent on programme activities that are *directly linked* and allocated to outcomes. Activities could be e.g., management of an activity, technical assistance, capacity development and monitoring.

A3:

- An accountant's salary for the time spent on supporting programme implementation E.g., paying bills, bookkeeping etc.

Please note that support cost that are *not directly necessary to deliver a programme* is B1 costs. The audit of the organisation's annual accounts and other costs related to the administration and accounting of the organisation itself, fundraising as well as visits and monitoring visits not part of activity-specific monitoring are example of B1 costs.

### A3 and B1: Different types of support costs

The cost categories A3 and B1 are both:

- Support costs.
- In the budget for and managed by the Danish applicant/grant holder.

However, A1 and A3 differs with respect to *what* they support, where:

- A3: are support cost *related directly* to the implementation of the programme.
- B1: are support cost *not related directly* to the implementation of the programme but rather the Danish applicant/grant holder's organisation in general.

### **A5: Information work in Denmark**

The cost category A5 covers support for information work in Denmark directly related to the programme. All programmes are required to work with information and popular engagement in Denmark. Up to 2% of the amount budgeted for activities ('3. Total PPA') can be used for this in average over the four-year programme period.

Applicants are encouraged to allocate sufficient funds to ensure the activities reach and engage a relevant audience.

### **A6: Unallocated funds**

The cost category A6 covers the costs that are unspecified at the time of budgeting i.e., the sums of what was former known as 'unallocated funds' and 'contingency', respectively. Both the Danish grant holder and the local partner(s) should be involved in deciding the utilization of these funds.

If you or your partner organisation get appointed for a monitoring visit by CISU, the associated expenses must be covered by grant – which could be the unallocated funds.

The maximum annual budget of this cost category is 15% of PPA i.e., the sum of the cost categories A1, A2 and A3.

Please refer to the 'Grant Management Guide' section '5.3.1 Spending of unallocated funds' for a description on how to use funds from this budget line.

### **A7: Audit in Denmark**

The cost category A7 covers auditing in Denmark and at possible field offices of the programme accounts. Please note, that it is only auditing of the programme accounts that is included in this cost category:

- Costs for auditing of local partner's annual programme accounts must be budgeted under the 'Local Administration (A2).
- Costs relating to the auditing of the Danish grant holder organisation's annual accounts may be covered by the 'Administration in Denmark (B1).

### **B1: Administration in Denmark**

The cost category B1 covers the Administration in Denmark fee. The administration fee should cover the Danish applicant's general additional administrative costs in connection with the approved intervention, when these do not pertain to any of the other budget items.

Up to 7% of the of '4. Total Costs' in the budget may be set aside for administration in Denmark.

## **5.3 FAIR AND TRANSPARENT COST ALLOCATION MECHANISM**

The allocation of costs through a fair and transparent cost allocation mechanism is relevant for both the local partner's budget as well as the applicant/grant holder's budget.

A cost allocation mechanism is applied when a cost is not only related to the programme. Typically, this applies for organisational costs/core costs such as rent, salaries for accountants, office supplies and the likes.

If this is the case, it is required that a cost allocation mechanism is used to calculate how much of the cost should be covered by the programme budget. You may apply the cost allocation mechanism that you prefer, but it is important that the cost allocation mechanism is fair and transparent (see examples below).

The cost allocation can be based on e.g., time registration, number of employees (pro rata), project portfolio of the organisation. It is important that the cost allocation mechanism is based on data available at the time of budgeting, but that the cost allocation mechanism is based on actual costs at the time of the accounts. The auditor checks this as part of the yearly programme audit.

This also means that the 'fair share' calculation is not static, as the basis for the calculation can alter during the programme period (e.g., the project portfolio can change, the amount of employees may change, the size of the organisational core cost may change). Therefore, it can be necessary to modify the fair share calculations used when relevant during the programme period.

The allocation mechanism should be described under the relevant budget line in the spreadsheet '1C. Budget notes'.

Example 1:

An A1 cost need to be allocated among more than one outcome. This could be the project manager's travel cost for a visit to 2 different partners in different countries.

The project manager's time spend:

- 5 days of her 7 traveling days in country A where she works equally with outcome 1 and 2.
- 2 days of her 7 traveling days in country B where she works only with outcome 2.

Cost allocation mechanisms could be:

- Outcome 1, country A:  $5/7 * 0,5 = 0,71 * 0,5 = 0,36$
- Outcome 2, country A:  $5/7 * 0,5 = 0,71 * 0,5 = 0,36$
- Outcome 2, country B:  $2/7 = 0,28$

Example 2:

An A3 costs need to be allocated among more the programme and the grant holder's other projects. This could be office costs including rent, cleaning, utilities and supplies, telephone and internet costs, goods, materials, maintenance etc.

Cost allocation mechanisms could e.g., be:

- Based on 'head counts': 2 of the 3 employees works on the programme i.e.,  $2/3 = 67\%$  of the cost is allocated to the programme.
- Bases on project portfolio: The organization has a project portfolio of DKK 6 million, if the programme is granted. The programme budget is DKK 4 million i.e.,  $2/3$  of the project portfolio comes from the programme = 67% of the costs is allocated to the programme.
- Based on time registration-key (i.e., hours): 2.892 work hours of in all 4.520 work hours have been spent on the programme i.e.,  $2.892/4.520 = 64\%$  of the costs is allocated to the programme.

Please note that the three allocation mechanisms in example 2 all are considered fair as they all allocate a rather similar percentage of the cost to the programme (67 % and 64 % respectively). If an allocation mechanism results in an unfair allocation, it cannot be applied.

Below is an example of how to calculate 'fair share'. The cost allocation mechanism employed is based on the size of the project portfolio in relation to the programme budget. This allocation mechanism is then used on the amounts budgeted for in 2023, which provides you with the amount that the programme budget can cover.

	2021	2022	Budget 2023	Cost allocated the programme
Rent	102.000 kr.	105.000 kr.	107.000 kr.	8.295 kr.
Heat and electricity	26.000 kr.	28.000 kr.	30.000 kr.	2.326 kr.
Projekt portfolio 1/1 - 31/12 2023 =			6.450.000 kr.	
Programme budget =			500.000 kr.	
Cost allocation mechanism =			7,75%	



## 6. PROGRAMME BUDGET FORMAT

The spreadsheet 'Programme Budget Format' consists of the following spreadsheets:

- 1A. Résumé.
- 1B. Detailed budget
- 1C. Budget notes
- 1D. Danish workhours
- 1E. Own financing

There are cells that are automatically calculated in all the spreadsheets. These cells are either blue, green or purple. Please be aware **only** to write in white cells.

### 6.1. SPREADSHEET 1A. Budget résumé

Insert the name of the applicant (i.e., organisation's name) and the programme title as indicated.

#### CSF Medium and Large Programme Funds

The first part of the spreadsheet 1A. Résumé contains the CSF Programme Funds:

<i>Budget in DKK</i>					
CSF Programme Funds	Total all years	2022	2023	2024	2025
CSF Programme Commitment	-				
Funds transferred from previous year	n/a				
<b>Total</b>	n/a	-	-	-	-
	<i>Control</i>	0	0	0	0

This table is used to keep track on the total budget amount for each year of the programme. Under the line 'CSF Programme Commitment', the amount granted per year is inserted. Under the line 'Funds transferred from previous year', unused funds to be transferred to the coming year (max 15 %) can be inserted. The total budget amount is automatically calculated. The 'Total' should be equivalent to '5. Grand Total' in the next table, and if this is not the case, it will be evident in the control cells.

#### CSF Budget – Outcome Based

Outcomes need to be specified in the application and, hence, also in the budget. This specification is done in the table 'CSF Budget - Outcome Based'.

Please do **not** write in any of the cells, as the information is transferred from spreadsheet 1B. Detailed budget.

In section '1. Programme and Project Activities (PPA)', insert outcomes as indicated.

The total costs of all outcomes (incl. Cross-cutting activities); 2. Subtotal PPA is automatically calculated, and so is 3. Total PPA, 4. Total Costs, and 5. Grand Total.

<b>CSF Budget - Outcome Based</b>						
<i>Information transferred from 1.B Detailed budget</i>						
<b>1. Programme and Project Activities (PPA)</b>	<b>Total all years</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>% of Total</b>
Outcome 1: <i>[insert outcome]</i>	-	-	-	-	-	#DIVISION/0!
Outcome 2: <i>[insert outcome]</i>	-	-	-	-	-	#DIVISION/0!
Outcome 3: <i>[insert outcome]</i>	-	-	-	-	-	#DIVISION/0!
Cross-cutting activities	-	-	-	-	-	#DIVISION/0!
<b>2. Subtotal PPA</b>	-	-	-	-	-	#DIVISION/0!
Unallocated Funds (max 15% of Subtotal PPA)	-	-	-	-	-	#DIVISION/0!
<b>3. Total PPA</b>	-	-	-	-	-	#DIVISION/0!
Information activities in Denmark (max 2% of PPA Total)	-	-	-	-	-	n/a
Auditing in Denmark	-	-	-	-	-	n/a
<b>4. Total Costs</b>	-	-	-	-	-	#DIVISION/0!
Administration in Denmark (max 7% Total Costs)	-	-	-	-	-	n/a
<b>5. Grand Total</b>	-	-	-	-	-	#DIVISION/0!

Please check that neither 'Unallocated Funds', 'Information activities in Denmark', and 'Administration in Denmark' exceeds the maximum percentages allowed. The percentages are automatically checked in the control table cf. the blue cells in rows 22, 24, and 27 in column K (see furthest right).

### CSF Budget – Cost Categories Specification

The next table contains a breakdown of each cost category per year and for all years. It also shows the % of each cost category in relation to '5. Grand Total'.

The information is transferred from '1B. Detailed budget', and therefore, please do **not** write in any of the cells.

<b>CSF Budget - Cost Categories Specification</b>						
<i>Information transferred from 1B. Detailed Budget</i>						
<b>Cost Category</b>	<b>Total all years</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>% of Total</b>
<b>A1</b> Direct activity cost	-	-	-	-	-	#DIVISION/0!
<b>A2</b> Implementation through local independent partner	-	-	-	-	-	#DIVISION/0!
<b>A3</b> Allocated programme support cost	-	-	-	-	-	#DIVISION/0!
<b>A5</b> Information activities in Denmark	-	-	-	-	-	#DIVISION/0!
<b>A6</b> Unallocated Funds	-	-	-	-	-	#DIVISION/0!
<b>A7</b> Auditing in Denmark	-	-	-	-	-	#DIVISION/0!
<b>B1</b> Administration in Denmark	-	-	-	-	-	#DIVISION/0!
	-	-	-	-	-	#DIVISION/0!

### CSF Budget – Geographic Specification

The last part of spreadsheet '1A. Resumé' contains the geographical breakdown of the Programme and Project Activities (PPA). Please **only insert** countries as indicated, the remaining information is transferred from '1B. Detailed budget'.

CSF Budget - Geographic Specification						
<i>Information transferred from 1B. Detailed Budget</i>						
I. PPA in Intervention Countries	Total all years	2022	2023	2024	2025	% of Total
Country #1 <i>[insert country]</i>	-	-	-	-	-	#DIVISION/0!
Country #2 <i>[insert country]</i>	-	-	-	-	-	#DIVISION/0!
Country #3 <i>[insert country]</i>	-	-	-	-	-	#DIVISION/0!
Country #4 <i>[insert country]</i>	-	-	-	-	-	#DIVISION/0!
Country #5 <i>[insert country]</i>	-	-	-	-	-	#DIVISION/0!
<b>Subtotal PPA in intervention countries</b>	-	-	-	-	-	#DIVISION/0!
II. PPA in Denmark & Global/Regional	Total all years	2022	2023	2024	2025	% of Total
Denmark (DK Partner)	-	-	-	-	-	#DIVISION/0!
Global & Regional (DK Partner)	-	-	-	-	-	#DIVISION/0!
<b>Subtotal PPA in DK &amp; Global</b>	0	0	0	0	0	#DIVISION/0!
Unallocated Funds (max 15% of Subtotal PPA)	-	-	-	-	-	#DIVISION/0!
<b>III. Total PPA</b>	0	0	0	0	0	#DIVISION/0!

Under 'II. PPA in Denmark & Global/Regional':

- 'Denmark (DK Partner)' refers to costs managed by the Danish grant holder for 1) Activities in Denmark (if any) and 2) All support costs (A3) e.g., fair share of office costs and salary for support functions.
- 'Global & Regional (DK Partner)' refers to costs managed by the Danish grant holder for activities in non-intervention countries and not in Denmark (e.g., participation in international events).

## 6.2. SPREADSHEET 1B. Detailed budget

Insert the name of the applicant (i.e., organisation name) and the programme title as indicated.

The detailed budget is structured around the respective intervention countries to achieve an overview of the budgeted costs for each country.

### CSF Budget – ALL COUNTRIES

Please note that the PPA costs in this table automatically refers to the country tables, and therefore, you should **not** write in any of the blue, green, or purple cells.

Only **Unallocated Funds, Information activities in Denmark, Auditing in Denmark and Administration in Denmark** need to be filled out in this table. Be aware of the maximum ceilings for these budget lines (as described under 5.1).

The box *Unspent funds to be transferred to next year* can be filled in in connection with a budget modification or the yearly audits, and the amount here should be inserted in the corresponding table 'Funds transferred from previous year' in spreadsheet 1A. Budget resumé.

### Country tables

Please specify the countries of intervention as indicated in each of the blue tables. If there are more than three intervention countries, two more country tables will be visible by pressing the +/- sign over column "AL".

+			
X	Y	AL	AM

Each country budget is structured according to the programme outcomes (incl. cross-cutting activities). Under each outcome, there are five budget lines, being:

1. Local Partner Activities (A2)
2. Local Investments (A2)
3. Local Staff (A2)
4. Local Administration (A2)
5. DK Partner Activity Costs (A1)  
*Hereof Danish workhours*

*Please do **not** add rows* as all costs should be placed under the given budget lines.

Each budget line must be filled in per year of the programme, using the correct programme years.

Under the outcome for “Cross-cutting activities” a sixth budget line is added to the abovementioned budget lines, being:

6. DK Partner Support Costs (A3)  
*Hereof Danish workhours*

This means that DK Partner Support Costs (A3) should only be placed under ‘Cross-cutting activities’, and that:

- IF the Danish applicant has country and regional offices, that are functioning as extensions of the applicant organisation, support costs shall be budgeted under the specific country table.
- IF the Danish applicant only has an office in Denmark, **ALL** DK Partner Support Costs should be placed under the table “Denmark (DK Partner)”

The last two tables (furthest to the right) are for costs managed by the Danish applicant. These being the tables:

- Denmark (DK partner) for programme activities in Denmark, e.g., partnerships meetings in Denmark, **and** for support costs.  
Global (DK partner) for programme activities in non-intervention countries e.g., international conferences

*Please do **not** include costs managed by partners*, as these costs should be placed under the respective country of which the partner(s) reside (hence, the cells are grey).

#### **How to place costs for and managed by the Danish applicant organisation:**

DK Partner Direct Activity Costs: Workhours, travel costs etc. is placed under the relevant country, where the activity is to take place. Workhours also include time for preparation and finalization, meaning that it is not only hours spent in the given country that should be budgeted in the country tables. If the activity concerns more than one country, the cost is split between the relevant country tables. If the activity is to take place in Denmark, the cost is placed in the table “Denmark” and “Global” if the activity is neither in Denmark nor any of the intervention countries.

DK Partner Support Costs: Workhours, fair share of organizational core costs etc. is placed under the table “Denmark” – unless the Danish applicant organisation has country or regional offices outside Denmark.

### 6.3 SPREADSHEET 1C. Budget notes

The spreadsheet 1C. Budget notes should be used to unfold the costs under each outcome for the sake of enhancing the understanding of the budget and the coherence with the narrative parts of the application.

It is not necessary to describe each budget line in detail, but instead describe cluster of activities, types of investments, human resources needed and the likes. When describing these, please make referral to the relevant intervention country and section in the application. If necessary, more rows can be added.

The budget notes should also be used to explain the allocation mechanism behind the fair share calculations used.

### 6.4 SPREADSHEET 1D. Danish workhours

The spreadsheet '1D. Danish workhours' functions as budget notes for the workhours budgeted for under each country. The spreadsheet must be filled out if the budget covers salaries or fees for permanent employees, temporary employees, or volunteers in the Danish organisation. It is a good idea to include expected wage rises during the intervention period.

If you expect to have Danish workhours, this needs to be specified:

- Per outcome for cost categories A1 and for cross-cutting activities for A1 **and** A3.
- For Information activities in Denmark.

The specification is made in tables like the one below:

Name of employee / volunteer	Title	Description of task (Incl. the country/-ies in which the task will be implemented)	Per hour	No. of hours			Total for this budget item
			Hourly fee, DKK	Hours abroad	Hours in DK	Hours total	
						0	0
						0	0
						0	0
						0	0
			Total	0	0	0	0

Specify the following in the white cells, thus declaring what each person will contribute, how and to what end:

- Name of employee/volunteer.
- Title.
- Description of task (including the country/-ies in which the task is implemented)
- Hourly fee, DKK.
- Hours abroad.
- Hours in Denmark.

It is not possible to establish an exact ceiling for the proportion of a grant that may be spent on Danish workhours. However, the Danish workhours will be assessed paying attention to the following aspects:

- The need for Danish labour should be justified by the needs of the local partner or target group.
- There must be reasons not to hire local people to carry out the task.
- The Danish input funded by the grant should not give rise to dependency on the Danish partner.

For the purposes of strengthening the partnership, it is possible to budget for the visits required to this end, either in combination with programme monitoring or, to a reasonable extent, as activities in their own right.

There is no distinction in principle between the person-hours of permanent, temporary, and voluntary personnel dedicated to the implementation of a grant. In all cases, the rates must adhere to the rules specified in section 3. General requirements.

## 6.5 SPREADSHEET 1E. Own financing

Own financing is to be specified in the spreadsheet 1E.

Fill in the white cells with respect to 'A. Expected own financing (raised in Denmark)' and 'B. Expected Co-financing' for each of the programme years according to the following:

- **Own financing** (raised in Denmark) can for example be contributions from supporters, funds from collections or inheritance.
- **Co-financing** of activities means funds from other donors, the EU or the organisation's international partners.

Own financing is a percentage of the Programme and Project Activities (PPA), the requirement being:

- 10 % for a Medium Programme and
- 20 % for a Large Programme

In the Guidelines for the Civil Society Fund, you can read more about the minimum requirements to own- and co-financing.

**NB:** For programme grants given before 2025, the requirements for own financing, follows the old guidelines, being:

BUDGET SIZE CATEGORY	FUNDS RAISED IN DENMARK	CO- FINANCING	COMBINED MINIMUM
Budget up to DKK 4.5-7 million a year	0 - 5 %	0 - 5 %	5 %
Budget above DKK 7 million a year	Min. 2,5 %	Min. 7.5 %	15 %

At the yearly programme consultations, you will be asked to present a status on the realised own financing and what your continued plan is to achieve the financing.

When in doubt on how to categorize an own financing input, please consult with CISU. CISU will align with Danida's definitions of own financing.

## 7. BUDGET FOR SUPPORT FOR APPLICATION PROCESS (FUNDING DIVERSIFICATION)

When applying for Support for Application Process, the budget format to that modality should be used. The format is available on CISU's website. The budget should be denominated in whole Danish kroner, DKK.

The format is an Excel file with three spreadsheets: 1. Budget, 2. Budget notes and calculations, and 3. DK workhours. The three spreadsheets are explained in the sections below.

### 7.1 SPREADSHEET 1: BUDGET

Through the modality Support for Application Process, it is possible to request up to DKK 50,000 to cover all types of relevant costs of drafting an application for grants not funded by The Danish Ministry of Foreign Affairs. The amount applied for to the main donor must be at least DKK 200,000.

Support can be applied for the following budget items:

#### 1. Local partner activities

Relevant activities such as workshops, surveys or similar in connection with the application process.

#### 3. Local partner employees and volunteers

Salaries or fees for partners that prepare the application.

#### 6. DK partner activities

Salaries or fees for persons in the Danish organisation that prepare the application.

Travel expenses for partner visits. See the rules on travel expenses described in section 4.1.1. above (under budget line 6).

#### 14. DK partner administration

The administration contribution can amount to a maximum of 7 % of the total activity costs.

### 7.2 SPREADSHEET 2: BUDGET NOTES & CALCULATIONS

Budget notes help ensure that the budget is understandable to those who are going to use it. They are also important to estimate the project's cost level, which is a factor in the assessment of the application.

Accordingly, budget items in need of further explanation must be described in the budget notes. For example, what purpose a unit will serve, or what is covered by a certain concept. Moreover, the budget notes should elaborate upon significant expenses in the budget in terms of calculating cost per unit, number of units, frequency and total amount.

See example of budget note in section 4.2 above.

### 7.3 SPREADSHEET 3: DK WORKHOURS

Please refer to section 4.3 above.



## 8. BUDGET FOR SUPPORT FOR CO-FUNDING

When applying for Support for Co-Funding, the budget format for the Civil Society Fund should be used. The format is available on CISU's website and must be in whole Danish Kroner, DKK.

The budget must show the amount requested from the Civil Society Fund broken down by the fund's main budget lines, except for budget line 11 (Contingency), which is not a requirement when applying for Co-Funding. Therefore, you do not need to specify the expenses under each main budget line, but only enter the sum of the main budget line on Spreadsheet 1. Budget. See section 4.1 for more detailed description of the main budget lines.

It may be relevant to add budget notes to those items that require further explanation. To this end, please click on the **second spreadsheet** in the budget format. See section 4.2.

The other spreadsheets in the budget format should not be filled out

## 9. SELF-FINANCING AND OTHER SOURCES

Under the Civil Society Fund, full financing can be applied for to cover all types of projects and small programmes. It is also possible to supplement the grant with other resources to increase the overall budget of the project/programme. This may be in the form of **self-financing** (the Danish organisation's and/or its local partner's own financial contribution to the project) or **other external financial contributions** towards the project/programme that top up the amount applied for to the Civil Society Fund.

Such other sources of finance should only be set out in the application and its budget if they contribute towards covering the costs of activities specified in the budget. If other financing is allocated to the project, it must be briefly set out in the application, budget, and reporting. The application must also spell out whether this additional financing has been secured at the time of submitting the application. If this is not the case, it must be explained why it is considered to be realistic to raise the funds.

If the other source of funding is a prerequisite for implementation of activities, CISU can only give final approval of the application when the applicant certifies that the other funding has been secured.

The budget should only include financial resources:

- 1) whose availability has already been secured or is considered realistic to obtain,
- 2) which can be entered into the project/programme accounts, and
- 3) which will appear in the final audited project/programme accounts.

Salaries or lost earnings that are not actually entered into the accounts, as well as the value of voluntary work and other in-kind donations, cannot be written into the budget. Nevertheless, information about such added resources is relevant, and can be provided in a budget note or at the end of the application's section on strategy.

Other financial contributions or self-financing that might be obtained but have yet to be secured at the time of application can also be described in the section on strategy and subsequently in the final narrative report.

### Budgeting

Other financial contributions and self-financing are budgeted on spreadsheet 1 in the budget in cell “16. Financial contributions from other sources”.

15. Total amount applied from the Civil Society Fund	-
16. Financial Contribution from Other Sources	
17. Grand Total	-