

Cities Alliance Cost Structure Definition for preparing proposal budgets.

The expenditures that are eligible for Cities Alliance funding are subject to policies and procedures governed by the Cities Alliance Charter. The expenditure definition provided below is in accordance with these policies and procedures. All proposal budgets submitted to Cities Alliance are reviewed and analyzed to make sure that the grant amount approved are only for the eligible expenditures.

Expenditure Heads	Definition of the Expenditures
<p><b>Project Management/ Supervision/ Administration Cost</b></p>	<p><i>Project Management/Supervision cost</i>- reasonable incremental expenditures directly attributable to the management, overall supervision, grant management and general execution of the project by the recipient/implementer.(e.g. recipient/implementer Personnel staff cost, travel and per diem cost and fee for grant management)</p> <p><i>Administration cost</i> – reasonable administrative and operating costs directly attributable to the project. (E.g. Office supplies, communication and logistics cost)</p> <p><i>Eligible expenditure for Management/Administration/Supervision/ Implementation cost should not exceed 15% of the funds requested from CA. This cost excludes any Consultancy Service Fee provided to Project Consultant hired for the project period.</i></p>
<p><b>Consultancy:</b></p>	<p>-The cost of providing Consultancy Services by International / National consultants or firms under a specific TOR for the project period or part of it. The costing assumptions should detail:</p> <p>Number of contracts involved for each component International or National consultant and Type of contract (individual or a firm) Fee/Rate (International and National Consultant fees should be costed separately) Period of the contract Travel costs, per diem and accommodations (if paid separately)</p> <p><i>The eligible expenditure charged against this expenditure category should also be verifiable against time sheets/invoices/other documentations. This excludes Consultant hired specifically for Training/ Workshop / Seminars</i></p>
<p><b>Training/Workshops/ Seminars/Consulting</b></p>	<p><b>Training</b> -- costs associated with the training of the project beneficiary for achieving and sustaining the project goals/objectives. This includes Consultants hired with specific TORs. The cost assumptions should detail:</p> <p>Number of training events Number of expected participants per training Cost of venue and equipment rental for training Cost of training supplies</p>

	<p>Travel cost of project beneficiaries  Consultants Services assumptions (see Consultancy Service section above.)</p> <p><b>Workshops/Seminars</b> –costs for conducting workshops/ seminars for achieving the project objectives/goals  - The costing assumptions should detail:  Number of workshop/seminars.  Number of participants expected.  Cost of workshop/seminar venue  Cost of workshop/seminar supplies  Consultants fee for conducting the workshop (if Consultants are specifically hired for conducting the training specific TOR)</p> <p><i>If recipient/implementing partner personnel staff cost incurred for Training/Workshop/Seminars under this category should be co financed by the recipient/implementing partner under the current policy of Cities Alliance</i></p>
<b>Dissemination Cost:</b>	<p>The cost associated with the production, preparation, acquisition, and distribution expenses of outputs not otherwise covered above. (E.g. reports/study materials etc). The expense can also include multimedia cost, web hosting, newspaper media, radio and Television.</p>
<b>Others -</b>	<p>Reasonable costs such as bank charges, project audits, and foreign currency exchange charges (if any). Itemize cost in this category as a note to the proposal budget table.</p>
<p><b>Note: If there are costs that do not fall within the above definitions please consult with Cities Alliance Secretariat to be included in the budget.</b></p>	