



# Budget Guidelines

for the CKU Fund and the ForB Window

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Center for Church-  
Based Development

TOGETHER WE CREATE HOPE

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## 1. INTRODUCTION

The Budget Guidelines for the CKU Fund and the FoRB-window (Freedom of Religion or Belief-window) applies to Danish organisations, who plan to draw up and submit an application to either the CKU Fund or the FoRB-window. The Budget Guidelines give instructions and advice in preparing budgets. The Budget Guidelines should be read in connection to the [Guidelines for the CKU Fund](#) or [Guidelines for the FoRB Window](#), which set out the overall framework, requirements, and scope of support opportunities.

The Budget Guidelines are continuously updated. The Danish organization is responsible for ensuring that budgets are prepared according to the current Budget Guidelines. These are available on the CKU website ([CKU Fund](#) and [FoRB-window](#)).

Once the application is approved, the requirements for managing the budget are found in the [Grant Management Guidelines](#) available on CKU's website.

## 2. KEY PRINCIPLES REGARDING BUDGETING

Below are listed some key principles, which should be guiding the preparation of the budgets:

- **The budget should contain all project-related expenses**, which must be presented in a clear, logic and transparent manner. 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. E.g. please refer to the same output/outcome numbers in the application text and in the budget format for easy reference.
- **The budget should be based on a fair cost-allocation key.** Expenses included in the budget must be based on a fair and reasonable allocation. Cost allocation should therefore be based on actual spending in the project, e.g. time registration-keys, full time equivalents, head counts, vehicle usage register etc.
- **Large or unusual expenses must be justified** – both in the application and in the budget notes. Examples of points likely to invite to scrutiny are salaries of Danish personnel, major investments, as well as a relatively high proportion of the combined budget being composed of items such as salaries, local administration, and travel.
- **Cost-effectiveness and cost-efficiency.** The budget should reflect good stewardship in the planning of the entire project. This includes budgeting based on e.g. quotations to ensure cheap prices on assets, an effective planning of training activities ensuring reasonable prices for rent of facilities, hiring of consultants etc. The principle also implies that the total budgeted costs commensurate with the expected results of the project.
- **DKK and local currency.** The budget must clearly identify the local currency being used, and the amounts must always be converted to Danish Kroner (DKK) as all grants are given in DKK.
- **The local partner should be the driver of the local development processes.** The need for including Danish labour in the project activities should therefore always 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.
- **Balance between funding to the Danish organisation and to the local partner.** CKU does not specify an exact ceiling for the proportion of a grant that may be spent on Danish workhours (budget line 6) and other project supporting expenses (budget line 7). However, given the principle of 'cost-effectiveness' and 'the local partner should be the driver of the local development process', the expectation will be that the majority of funds are allocated to the local partner and used to carry out the project activities. All funding to the Danish organisation should be well argued.

### 3. HOW IS THE BUDGET ASSESSED

The application is assessed by an external assessment consultant. The budget is a key document in the assessment of the full proposal. In alignment with the assessment criteria found in the guidelines, special consideration will be given to the extent,

- the expenses are reasonable and justified in relation to the expected results.
- the project is cost-effective.
- the budget is presented clearly and transparently with supporting budget notes.
- the budget clearly links to the application text with all its outputs and activities.
- expenses relating to local salaries, wages for Danish staff, major procurement, investments, administration, and travel costs are justified.
- the expenditures are realistic for the potential continuation of the activity without external support.

The key principles will also be taken into consideration when the budget is assessed as a whole.

### 4. GENERAL INSTRUCTION TO THE BUDGET FORMATS

For projects (A, B, F, G and TA, TB, TF and TG) a specific budget format is to be used containing 14 budget lines.

For activities (C, D, E and TC, TE) a different budget format is to be used containing 12 budget lines. For information activities (I and TI) applicants may choose their own format.

The budget format is an excel file and contains five spreadsheets, which are presented in the following section. The budget lines under spreadsheet 1 are explained in the next chapters.

There are links to the relevant formats in the project portal when filling out an application.

#### **Spreadsheet 1: Budget**

Spreadsheet 1 must be filled out by all applicants and include all project related costs. The budget lines are explained in chapter 5 and 6.

#### **Spreadsheet 2: Budget notes & calculations**

Spreadsheet 2 must be filled out when relevant and explanations added to spreadsheet 1.

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 assessment of the project.

Costs indicated in the budget therefore need to be specified in the 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 units will be used. The default frequency is set to 1 (one).
- Unit cost is the price of one unit of the unit type.
- Total budget is calculated automatically. It multiplies 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.

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

### Spreadsheet 3: DK workhours.

Line ref.	Notes and assumptions	Unit Type	No. Of units	No. of Times	Unit cost, DKK	Total budget in DKK
1.3	<b>Outcome 3: Kalapata community members are changing their behavior and practices toward environmental conservation and management</b>					
1.3.1	<b>Activity 3.1: 50 CSO members trained on protection and environmental conservation (effects of charcoal burning on the</b>					<b>21.669,34</b>
	Participant transport	per person	50	3	80,26	12.038,52
	Participant meals	per person	52	3	53,50	8.346,71
	Staff transport	per person	1	2	535,05	1.070,09
	Staff meals enroute	Per person	2	2	53,50	214,02
						-
1.3.2	<b>Activity 3.2: 3 advocacy forums with duty bearers on environmental conservation</b>					<b>15.088,28</b>
	participant transport	Per person	20	3	80,26	4.815,41
	participant Meals	Per person	22	3	53,50	3.531,30
	Staff meals enroute	Per person	2	3	53,50	321,03
	State & non state transport	Per person	10	3	160,51	4.815,41
	Staff transport	Per person	1	3	535,05	1.605,14

Spreadsheet 3 must be completed if the budget contains salaries of staff or volunteers from Denmark taking on relevant professional tasks. The spreadsheet relates to budget line 6 'DK partner activities and project monitoring' and budget line 7 'DK partner project support', where it is further explained.

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

Please note that the blue cells are calculated automatically and automatically transferred to spreadsheet 1.

### Spread sheet 4: Budget summary.

Spreadsheet 4 automatically generates an overview of the main lines in the budget. This spreadsheet is NOT to be filled out. This overview is used by the assessment consultants for assessing the proportionality of the budget in relation to the pre-defined cost categories, the share spent in DKK and the share spent in the partner country etc.

### Spread sheet 5: Cost Categories.

The cost categories (A1-A7 + B1) as defined by the Danish Ministry of Foreign Affairs are described with details and examples for each of the categories. Cost categories are also linked to the budget lines in the following chapter.

## 5. PROJECT – BUDGET LINES

The budget consists of 14 main budget lines. The title of each budget line defines whether it is relevant for the local partner or the Danish partner.

It is important that you only type in the white cells of the budget format, since all the coloured cells contain formulas. In other words, you should not type directly in the column “Total budget, DKK” or ‘Total budget, local currency’.

This is how each column should be filled out:

- **Line reference:** Each line in the budget spreadsheet must be given a sequential reference as per the sub-titles.
- **Description:** Each budget line must have a description of the activity or item included. If your application includes outputs/outcomes, please refer to their numbers for easy reference.
- **Project funding:** The columns under project funding specifies the sources of funding for the project. These amounts add up to the amounts in Total Budget (DKK) and Total Budget (local currency) respectively.
  - » **From CKU (DKK):** Amounts applied for from CKU are entered into this column in DKK.
  - » **From other financial sources, DKK:** If there are other financial contributions to the project, they should be written in this column. (Read more about this in section 7).
  - » **From CKU (local currency) and From other financial sources (local currency):** [Please use Currency Converter | Foreign Exchange Rates | OANDA](#) when applying the exchange rate.

### Budget line 1: Local partner activities (A2)

All expenses directly related to the implementation of activities paid by the local partner must be budgeted under budget line 1. For example, the budget for a seminar can include expenses for rent of location, transport, food, accommodation, professional external trainers’ fees, and teaching materials.

Activities must be structured in accordance with the outcomes and outputs defined for the project as far as possible. This presentation will help reveal where the emphasis of the project has been placed financially. 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).

<b>1.1</b>	<b>By 2026, certified churches ensure child-friendly environments and effective child protection measures. (Outcome 1)</b>
<b>1.1.1</b>	<b>By June 2026, vulnerable children are protected from abuse and exploitation through UDACIZA child-friendly churches(CFC) (Output 1.1)</b>
1.1.1.2	Envisioning with UDACIZA churchleaders on the CFC methodology.
1.1.1.3	Establishment of CP systems in UDACIZA churches.
1.1.1.4	Training of CCPCs.
1.1.1.4	Training of mentor parents
1.1.1.5	Establishment of five Child Protection Action Groups.
1.1.1.6	Establishment of Family Support Groups.

**Budget line 2: Local partner investments (A2)**

All investments in support of project activities paid by the local partner are entered here. Investments include major procurements that are not just consumed as inputs to the realisation of activities. For example, seeds and teaching materials will be budgeted as activity expenses, whereas vehicles and IT equipment will be seen as investments. The purchase of land and real estate cannot be supported. If a project includes significant investments the arguments for such should be given in the application text.

**Budget line 3: Local partner staff and volunteers (A2)**

Salaries for local staff and volunteers related to project activities and managing hereof can be applied for. E.g. project coordinator, project field staff, trainers, accountant etc. Keep in mind the principle of fair cost allocation meaning that only the time used on this project should be budgeted for.

Specify for each position in the budget notes (spreadsheet 2):

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

It must be stated what percentage of the salaries of the staff involved will be covered by the project and whether it is a part-time job, or whether the employee's combined wage is covered by several sources of income.

Attention must be paid to local labour rules, including hiring, salaries, notice of termination, compulsory healthcare contributions, compulsory pension scheme etc. In the case of projects lasting several years, it will also be a good idea to consider possible salary rises and adjustments during the project period.

The salaries of local staff at country offices cannot exceed the average level for equivalent organisations in the same country.

**Budget line 4: Local partner administration (A2)**

This budget line enables funding of local partners' administrative costs incurred due to the project activities (e.g. rent, insurance, mobile, internet, etc.). The costs should be explained in budget notes (spreadsheet 2).

Local auditing expenses are also budgeted on this budget line. All projects (Modality A, B, F, G and TA, TB, TF, TG) are required to have an audit performed in the partner country. For projects lasting more than two years, an audit is required to be carried out in the partner country every year. Read more about auditing requirements in the [Grant Management Guidelines](#).

**Budget line 5: External evaluation (A3)**

CKU recommends that projects are evaluated and that external evaluations are included either as mid-term or final evaluations in A and TA projects above DKK 500.000. An evaluation must be described in the application, and the expenses for evaluations are expected to be relative to the size of the project.

If the project partners plan for an external evaluation, the costs related to such evaluation must be included under this budget line 5. This includes salary or fee of an external consultant and reimbursement of travel, accommodation and food expenses if not included in the fee. Salaries for resource persons from the Danish partner organisation involved in the evaluation should be budgeted on budget line 7.

If the project partners plan for an internal evaluation, the costs related to such evaluation must be included under budget line 6. "DK partner activities & project monitoring" (Costs related to Danish partner participation) and budget line 1. "Local partner activities" (costs related to field visits, focus group interviews etc.) and 3. "Local partner staff and volunteers" (Costs related to local partner participation).

**Budget line 6: DK partner activities & project monitoring (A1)**

Budget line 6 refers to direct costs paid by the Danish partner that can be directly linked to the activities of the project. These costs may be in relation to:

- Project activities including activity specific capacity building, advocacy, policy work etc.
- Project specific procurements for specific activities (e.g. IT equipment).
- Project management and ongoing monitoring of the project in cooperation with the local partner, including:
  - » Professional advice, support and capacity building of local partners and other relevant actors.
  - » Professional support for partners' administration and accounting.
  - » Monitoring of the project, including monitoring visits and reporting.
  - » Internal evaluation/ review of the project activities.

**Salaries and fees in Denmark:** Please note that if salaries or fees for Danish personnel are included in the budget, it is incumbent on the organisation to be tax-registered and declare its accounts to the Danish tax authorities in keeping with current rules.

There is no distinction in principle between the workhours of permanent and temporary project staff 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 ([unfold in spreadsheet 3 DK workhours](#)) and must subsequently be documented in accounts and reporting on the activity concerned.
- The hourly rate for permanent or temporary project 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.

**Project monitoring visits:** Project monitoring visits can be carried out by staff and members of the Danish organisation who are professionally qualified and well acquainted with the project. A Term of Reference must be developed before the visit as well as a report after the visit.

**For projects co-managed with CKU:**

A CKU member organisation can budget for one person to carry out a monitoring visit. If relevant the member organisation may also include a young volunteer. The purpose can be a learning opportunity for the member organisation, mutual capacity building, information activities in Denmark, etc. The application must explain the purpose of the visit, who will travel, and the expected outcome of the visit. Support cannot be given for the routine partner visits that many CKU member organisations regularly conduct, even though these trips might include visits to projects supported by CKU.

Member organisations whose projects are co-managed by CKU can also apply for funding of salaries or honorarium but only for project specific professional consultancy. The honorarium must be unfolded in spreadsheet 3.



**In relation to travel activities CKU requires the following:**

- Bonus Miles from Airlines earned on work-related travel must not be used privately by employees. Instead, they may contribute to reducing the cost of other business trips of the organisation.
- Flights related to CKU activities should be booked in economy class and on the most cost-effective, convenient, and safe route available.
- Per Diem for Danish staff must not exceed the Governments rates (as determined by [Moderniseringsstyrelsen](#)) at any time.
- Accommodation cannot exceed the price of a standard tourist-class hotel.
- Work Hours can be recorded for up to maximum 8 hours daily according to the guidelines provided by the Ministry of Foreign Affairs.

**Budget line 7: DK partner project support (A3)**

Budget line 7 refers to project support costs, paid by the Danish organisation. These costs support the project implementation even though they cannot be directly linked to the activities of the project alone.

Project support costs shared between several projects will typically cover the following areas:

- Management of project staff.
- Coordination and support of volunteers' involvement in project activities.
- Planning (such as a new phase of ongoing projects), coordination of activities and preparation of documentation.
- IT equipment for project supporting functions.
- Recruitment of project specific staff.
- Project supporting studies, reporting, finance, and procurement tasks (including e.g. financial and narrative reporting to CKU).
- Project supporting advisory and support to local partners (i.e. supporting local operational capacity and localisation).
- Necessary personnel related costs (for essential project supporting staff and functions e.g. social security, HR, security and finance) through time registration or transparent reallocation keys.
- Project supporting cost functions at HQ as well as local or regional country office, through reallocation keys (e.g. warehouse and office costs including rent, cleaning, utilities and supplies, telephone and internet costs, goods, materials, maintenance, payroll, procurement).
- Involvement of human resources in connection with external evaluations, though not to conduct the evaluations as such.
- Transportation expenses in connection with participation in CKU's thematic networks.

The principle of fair cost allocation is important to keep in mind when budgeting. The Danish organisation often has different projects and/ or income sources, hence the actual project supporting costs must be distributed in a reasonable way. The project budget can include a fair share of the Danish organisation's total project support costs. (Note: Not organisational support cost, which fall under budget line 13 Administrative cost DKK).

It is the responsibility of the Danish organisation to provide a clear and transparent argumentation in the spreadsheet 2 (budget notes) for the share of project support costs included in the project budget. Please also note that the share of project support staff (Danish salaries) should be inserted in spreadsheet 3 (DK workhours).

The Danish organisation must use a cost allocation key, when arguing and calculating a fair cost allocation to the project. See example below:

#### **Example on calculation of a fair cost allocation:**

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

#### **A cost allocation key could for example be based on one of three different ways:**

Based on number of employees (pro-rata): 1 of the 3 employees in the organisation works on the CKU project i.e.,  $1/3 = 33,3\%$  of the cost is allocated to the CKU project.

Based on time registration-key (estimated use of hours): 1.512 workhours out of total 4.520 workhours are estimated spent on the project, i.e.,  $1.512/4.520 = 33,5\%$  of the costs are allocated to the project.

Based on project portfolio: The Danish organization already has a project portfolio on DKK 2 million. The organization applies to CKU for a project on DKK 1 million, meaning that the total project portfolio will be DKK 3 million if the application is approved. Consequently  $1/3 = 33,3\%$  of the project support costs are allocated to the project.

#### **Fairness:**

Please note that all three cost allocation keys in the example are considered fair and that they all allocate a rather similar percentage of the cost to the project (33,3%, 33,5% and 33,3% respectively). If a cost allocation key results in an unfair allocation (e.g., a significantly higher share) it cannot be applied.

Estimated project support costs always need to be explained in the budget notes with use of cost allocation keys. The Danish organisation however is only required to account for the actual project support costs at the time of the project's final audit.

#### **Budget line 9: Budget margin (A6)**

The budget must contain a margin amounting to a minimum of 6% and a maximum of 10% of budget line 8 "Total project costs". The budget margin 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. In the budget format, there is a control field that shows the minimum and maximum amounts you must budget within.

See the [Grant Management Guidelines chapter 4.4](#) for the requirements regarding spending of the budget margin, including when it is necessary to request prior approval.

**Budget line 11: Auditing Danish Organization (A7)**

Projects (A, B, F, G, TA, TB, TF, TG) need a final audit in Denmark. Expenses should be budgeted for here. Auditing costs in the partner country must be charged under budget line 4: Local partner administration.

The total expenses for audits in Denmark and the project country should be kept below 3% of the total budget for smaller projects. For larger projects / interventions above DKK 500,000, 3% audit costs will often be assessed as too high.

Activities with a budget below DKK 150,000 (C, D, E, TC, TE) can be audited in the project implementation country or in Denmark by an auditor who follows international auditing standards. If audited in the implementation country, it should be budgeted under 4. Local partner administration in the budget format for activities.

Only grants below DKK 50,000 can instead be audited by a non-certified accountant appointed by the Danish partner, while adhering to regular capacity requirements, i.e. there must not be any apparent circumstances that might raise doubts as to her/his independence. Read more about auditing requirements in the [Grant Management Guidelines](#).

**Budget line 13: Administration DK partner (B1)**

Max. 7% of total costs (budget line 13) may be set aside for administration in Denmark. In the budget format, there is a control field that shows the maximum amount you can budget with.

The administration fee should cover the Danish organisation's general additional administrative costs which cannot be covered by the other budget lines. Such costs may include:

- Administration, accounting, and audit of the organisation itself (i.e. not related to project activities).
- Visits and monitoring visits that does not form part of project-specific monitoring.
- Recruitment and selection of personnel unrelated to any specific intervention.
- Contact/dialogue with CKU (other than participation in coordination of activities financed under the project grant).
- Fundraising.
- Planning of applications and negotiating proposals.
- 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).

See the [Grant Management Guidelines](#) (section 4.5) for further information on the use of administration fee.

### **Disability compensation**

For all projects it is possible to budget for additional expenses associated with activities directed at people living with disabilities, such as sign-language interpreting, Braille printing, extra transport costs, and comparatively more expensive training facilities to ensure accessibility. Likewise, additional expenses may be associated with sending out Danish personnel living with disabilities, e.g. to cover the cost of helpers.

The relevant expenses should be registered under budget item A-E in the budget format.

Please note that expenses for disability compensation will be additional to the grand total amount applied for. In this way, the sum of the grand total may exceed the maximum amount for a given modality with the cost of disability compensation. Disability compensation will also be additional to the maximum granted amount pr. organization decided by the CKU board.

## **6. ACTIVITIES – BUDGETS LINES**

The budget format for activities only has 12 budget lines. Budget lines for Investments and for External evaluations are not included in activity budgets. Instructions on how to fill in these budget lines in general follow the instructions for projects – see chapter 5 above. Please also read Guidelines for the CKU Fund chapter 4.2 (LINK).

### **6.1 SPECIAL REQUIREMENTS FOR CERTAIN ACTIVITY MODALITIES**

#### **C1/ TC Feasibility studies**

- Maximum of two persons' flights and travel expenses can be covered.

#### **C2 Application process to an external donor**

- No specific requirements listed. All expenses are assessed based on their relevance to the application process.

#### **D Partnership activities.**

- Maximum of four persons' flights and travel expenses can be covered.
- Food and Accommodation: To prioritise community living and meal fellowship, no per diems can be charged for partnership activities, where only actual food and accommodation costs can be included. Food and accommodation during an event are supposed to be budgeted under Budget Line 1.
- Salary costs for participants from the member organisation or partner organisation cannot be included.
- In the case that a CKU staff member participates as a facilitator or with professional expertise, all costs of the CKU staff member's participation are covered outside of the budget for the activity.

#### **E/TE Capacity development and learning**

- Please note according to the Guidelines for the CKU Fund and FoRB Window: If three or fewer primary participants are involved in the activity, max. amount to apply for is DKK 50.000. If more participants are involved, max. amount to apply for is DKK 150.000.
- If training course fees exceed the ceiling of 50.000 DKK, the budget is exempted for the otherwise mandatory budget reserve
- In the case that a CKU staff member participates as a facilitator or trainer, all costs of the CKU staff member's participation are covered outside of the budget for the activity.

- Salary costs for participants from the member organisation or partner organisation cannot be included. Specific workhours however regarding an assigned facilitator- or trainer role can be included in the budget, if described in the application text. Short-term consultancy fees can also be included in the budget, if unfolded in a term of reference and unfolded in the application text. Danish workhours must be unfolded in spreadsheet 3 in the budget and local partner workhours must be unfolded in the budget notes in the budget.

### **I/ TI Information activities**

As all costs are categorized as A5 Information, the budget does not need to follow the standard format Annex A, but applicants can choose their own format.

These expenses **can** be covered:

- Hours used by employees in the Danish Organization for development, production and planning of information material and -activities.
- Direct costs for events, exhibitions, public meetings etc.
- Travel and upkeep in relation to the information activity.
- Honorarium for graphic designers, artists, or lecturers outside the Danish organisation's own circles.

These expenses **cannot** be covered:

- Fundraising or activities primarily targeting fundraising.
- Ordinary communication activities with the membership base of the Danish organization – for instance newsletters and homepage.
- Honorarium to members, volunteers, and employees in the Danish organisation.
- Activities with the sole character of cultural exchange, intercultural connections, or integration.

## **7. OWN CONTRIBUTION AND OTHER SOURCES OF FUNDING**

It is possible to supplement the CKU grant with other resources to increase the overall budget of the project. This may be in the form of own contribution (the Danish organisation's and/or its local partner's own financial contribution to the project) or **other external financial contributions**.

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. 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 realistic to raise the funds.

If the other source of funding is a prerequisite for implementation of activities, CKU can only give final approval of the application when the applicant certifies that the other funding has been secured. This is in particular relevant, when applying for F/ TF-projects – co-financing projects.

The budget should only include financial resources (cash contributions):

1. whose availability has already been secured or is considered realistic to obtain,
2. which can be entered into a bank account – either the project account or other accounts.

Wages 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 the application text.

Please note that the Danish organisation and local partner must include a status on income and expenses relating to other financial sources in the financial reports to CKU, if other sources are allocated in the approved budget. However other sources of funding do not have to be included in the audited financial report to CKU.

### Budgeting

Other financial contributions and own contributions are budgeted in the column "From other financial sources, DKK". See example below, where the amount financed by other sources is earmarked for investments.

	Total budget, DKK	Project funding	
		From the CKU, DKK	From other financial sources, DKK
<b>1. Local partner activities</b>	207,500	207,500	-
<b>2. Local partner investments</b>	37,800	-	37,800
<b>3. Local partner staff and volunteers</b>	108,000	108,000	-
<b>4. Local partner administration</b>	74,000	74,000	-

## 8. CHECK-LIST BEFORE SUBMITTING THE BUDGET

Budget	Question	OK?
Budget Format	Has the format in the project portal been used? (Only I-projects can use their own format)	
Exchange Rate	Has the correct exchange rate, taken from <a href="#">Oanda</a> , been used and is this clearly indicated in the budget, including the date?	
Excel Formula	Do all the totals add up (are formulas correct?) and is there balance between the currencies used?	
Budget Maximum (CKU-contrib.)	Is the amount applied for from CKU within the maximum amount for the given modality (excluding disability compensation)?	
Local administration	Does the budget include local audit? (Required for Modality A, B, F, G and TA, TB, TF, TG)	
Budget Margin	Is the budget margin included and is it between 6-10% of total costs?	
Audit in Denmark	Has audit in Denmark been included if the Danish organization is administering the project, and has audit in Denmark been omitted if CKU is administering the project?	
Administration in Denmark	Is administration in Denmark at a maximum of 7% of project costs if the Danish organization is administering the project, and has administration in Denmark been omitted if CKU is administering the project?	
Other Resources	Is it clear how large a portion of the budget is financed with other financial sources, who these other sources are and if the funding is secured?	
Spreadsheet 2 Budget Notes	Are budget notes filled in to clarify the budget?	
Spreadsheet 3 DK workhours	Are DK workhours filled in and justified in the application text as well?	