



# TB REACH WAVE 11

## Stage 1 - Budget Instructions

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Bringing Innovative approaches for TB  
and Lung Health closer to the point of need

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## Overview

The projected grant budget is part of the application process and identifies an expenditure plan to successfully implement the project's activities. The grant budget shall therefore align with the project's objectives.

The grant budget is structured in ten different budget line categories, and applicants shall use the Section 6 of the online application to submit their budget. A list of eligible costs per budget category is provided at the end of this document to facilitate the process.

For stage 1, **applicants are not required** to submit a detailed excel-based budget but are encouraged to provide necessary details in the budget narrative section.

## Budget Currency

The Stop TB Partnership's reporting and budgeting systems are set in United States dollars (USD), and any legal grant agreements will be signed in this currency. The grant budget shall therefore be submitted in USD.

If applicants choose to submit a budget in the local currency, the Forex Exchange rate (of the month you complete your application) must be disclosed in the cell of the detailed budget template. This will automatically convert the budget in local currency into USD.

## Primary Recipient and Sub-Recipients

The primary applicant will serve as the primary recipient (PR) of the grant and must be able to receive the total grant award directly from UNOPS/Stop TB Partnership's TB REACH and directly implement more than 50% of the funds. The grant agreement will be signed with the PR who will be responsible and accountable for the technical and financial reporting and for disbursing funds to other implementing partners identified as sub-recipients (SRs).

In the budget application, the PR should indicate the budget and the nature of the activities being covered. The combined budget given to SRs cannot exceed 50% of the total budget requested.

## Co-funding

We define co-funding as funding or donations secured from other sources and in addition to the TB REACH grant funding in order to deliver the project objectives. This includes both monetary support and in-kind donations including drugs, equipment, personnel, etc. If you receive co-funding, please provide the amount and a description of the activities being covered.

## **Funding Ceiling**

In Wave 11, all awarded projects will have a grant ceiling of USD 550,000. The maximum amount of funding that can be requested depends on the annual turnover of the PR. The total requested amount should not exceed 5 times the amount of the PR's latest annual total asset as reflected in the most recent audit.

## **Grant Duration and Budget**

The duration of the Wave 11 grants is up to 18 months, including 3 months of preparation, 3 months of closure as well as 12 months of implementation. Please ensure that the budget is aligned with your activity's timeline.

## **Special Considerations for India, Afghanistan, and Vietnam**

For project implementation in India, applicants must be registered and operating under the Foreign Contribution (Regulations) Amendment Act, 2020 introduced by the Government of the Republic of India on 28 September 2020.

Due to the political situation in Afghanistan, international wire transfers into the country are difficult. At the time this note is drafted, only one bank has been authorized by the United Nations system to receive international money. Further guidance will be provided to the successful applicants but delays in payments are expected, and back-up plan recommended (utilizing of core resources, etc.).

Vietnamese applicants should ensure a sound understanding of their legal status and their competent authority. This applies to all types of potential applicants, whether government or non-government and within the latter whether local or international. Applicants should also ensure to understand applicable regulations on the receipt and implementation of foreign funds for charitable purposes such as Decree 114/2021/NĐ-CP and Decree 80/2020/NĐ-CP on the receipt and use of ODA and non-ODA funding, respectively, as well as all applicable laws with regards to taxation and especially VAT. At later stages, applicants may be required to furnish documentation to demonstrate their understanding and experience in these matters.

## **Proposal Budget Guidelines**

### **Budget category 1**

#### **Human resources**

- Spending on office-based human resources cannot exceed 15% of the total requested budget.
- If your project plans to hire people in the community for service delivery, they can be included in the activities budget category. The human resources budget category should be limited to office-based employees, supervisors, managers, and consultants.

### **Budget category 2**

#### **Activities**

- This budget line should include all expenses related to the implementation of the project activities and should be the major cost-driver of your proposed intervention.
- Field/community-related work, incentives, trainings, and sub-recipient agreements are few examples of activity-eligible costs.

### **Budget category 3**

#### **Project-related travel**

- This budget line should include all project-related travel expenses.
- This should include participation for two individuals to attend the TB REACH Grantee workshop.
- The dates and location for the meeting are yet to be finalized, but please use the following information to help you forecast a budget:
  - » The TB REACH Grantee workshop will most likely take place in Africa (potentially Nairobi) shortly after the grant is awarded. It will be held for 4-5 days, and 2 individuals per selected project should be budgeted to travel.
  - » Please allocate sufficient amount for airfare, per diem (6 nights total), and visas.

### **Budget category 4**

#### **Central Procurement funds withheld at source for Global Drug Facility (GDF) (I.e. rapid molecular tests, tests for TB infection, x-ray equipment) \***

If applicants do NOT have procurement capacity for diagnostic commodi-

ties which are available through GDF, TB REACH can help centrally procure them commodities through the GDF. TB REACH's central procurement will withhold the amount of funds indicated under the category 4 at source and make payments directly to suppliers.

In addition to GeneXpert commodities (GeneXpert systems, including the new 10-color technology, Xpert MTB/RIF, MTB/XDR cartridges or MTB/RIF Ultra cartridges, calibration kits, and warranties), TB REACH central procurement can potentially facilitate orders for other items including, other diagnostic tests or screening tools that are in the GDF catalogue.

- Please refer to the GDF latest updated diagnostics [catalogue](#) for the product costs and ensure that sufficient shipping costs are included in the cost estimations.
- The default incoterm of TB REACH's order is CIP and as such **costs related to importation, customs, and domestic transport of equipment and supplies must be listed in addition to the product and shipping costs.**

### **Budget category 5 Procurement of medical items (excluding Category 4 items)\***

- Medical costs include any expenses related to medical equipment and supplies.
- They should include all costs related to importation, customs clearances, shipment of medical equipment and supplies.
- Please note that **TB REACH grant funding should not be used for diagnostics and/or treatment support of other health conditions** and applicants are encouraged to seek co-funding from other partners involved in Integrated Service Delivery activities.

### **Budget category 6 Procurement of non-medical items\***

- Procurement of non-medical items includes any expenses that are not related to medical equipment such as computers, mobile phones, tablets, etc. These expenses should not be allocated under the 'activities' or 'IT/Communication' budget category.
- Include any costs with associated importation, customs, and domestic transport of such equipment and supplies.
- TB REACH strongly suggests not including the procurement of vehicles for their proposals, and inclusion should be clearly justified.

## **Budget category 7**

### **IT / Communications**

- This budget line should include all expenses related to *Information technology (IT)*. Can include cloud, data hosting services, network access, servers, software, etc.
- Small procurement items for advocacy purposes can be included as well (stickers, pens, t-shirts, etc.)

## **Budget category 8**

### **Direct Program Support (max 12% of the total budget)**

- Spending on direct program support (overheads) cannot exceed 12% of the total grant budget.
  - » If your project has any sub-awards, the combined primary and sub-recipient direct program support costs cannot exceed 12%. Therefore, TB REACH does not allow the primary recipient to take a 12% direct program support cost and then the sub-recipient to do the same as this would mean that total direct program support costs would greatly exceed the limit of 12% once combined.
- This spending cap has been requested by the donor agencies, which funds the TB REACH initiative and **there is zero flexibility on exceeding this ceiling.**
- Direct Program support costs include any indirect expenses that are not related to direct labour, direct materials, activities, etc. Eligible costs are office utilities, including rent, security-related costs, audit fee (see below), banking charges, etc.
- **Funding may not be used to set up new offices or to renovate existing ones.**
- TB REACH grantees will be required to provide a certified audit report at the end of their grant period, which is one of the deliverables for the final grant payment. Prospective grantees should budget the cost of the audit under this budget line.

## **Budget category 9**

### **Implementation Research (max 10% of the total budget)**

- Implementation research is a key component of TB REACH projects, however, grants are not meant to support research studies. Spending on implementation research cannot exceed 10% of the total requested budget.
- This budget category may be used to support standalone implementation research studies or to support further analyses and results dissemination of project activities.

## **Budget category 10**

### **External monitoring and evaluation (funds withheld at source)**

- TB REACH will **withhold these funds at source** (Stop TB Partnership / UNOPS) and will directly procure external monitoring and evaluation (M&E) services on behalf of all Wave 11 grantees.
- The budget for the M&E support are set at USD 35,000.

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**\* Note:** For items with an acquisition value of USD 500 or more, the grantee should maintain a log with all supporting documents. The disposal of these items will be reviewed and approved by TB REACH (for example, donation to the grantee or NTP, transfer back to TB REACH, or sale to other parties) after the end of the project. The Grant Support Agreement will contain more detailed information on the disposal procedure of such assets.



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