

 **APPLICATION FOR PUBLICATION OF BOOKS**

**BUDGET PROPOSAL**

Please provide a detailed breakdown of the proposed budget covering the entire project duration. Use the following categories and notes to structure your budget:

1. **Manpower Costs**
	* Include only new personnel hired specifically for this project
	* Examples: Language consultants, subject matter experts, temporary staff
	* Specify hourly rates or fixed honoraria
2. **Development and Production Costs**
	* Cover activities related to content creation and preparation
	* Examples: Content development, scripting, illustration, design, editorial work, storyboarding
	* Break down costs by activity or deliverable
3. **Material Costs**
	* Include all tangible resources and operational expenses
	* Examples: Stationery, postage, photocopying, printing, digital image scanning, questionnaires/surveys, photography, dissemination
	* Itemise costs for each category
4. **Publicity Costs**
	* List all expenses related to promoting the project
	* Examples: Brochures, flyers, online advertisements, event materials
	* Specify quantities and unit costs where applicable
5. **Remarks Column**
	* Use this section to explain your cost projections
	* Provide justification for significant expenses
	* Include any relevant quotes or market rate information

Note: Ensure all costs are directly related to the project and represent value for money. The budget should be comprehensive, realistic, and aligned with the project's objectives.

**BUDGET PROPOSAL**

Please insert rows for additional items, if necessary.

| **S/N** | **Item Description** | **Unit Cost ($)** | **Budget Amount** | **Total Cost ($)** | **Remarks** |
| --- | --- | --- | --- | --- | --- |
| **A** | **Manpower** | **Cost per head per month** |   |   |   |
|  |   |   |   |   |   |
|  |   |   |   |   |   |
|  |   |   |   |   |   |
| **B** | **Development / Production** | **Cost per unit** |   |   |   |
|  |   |   |   |   |   |
|  |   |   |   |   |   |
|  |   |   |   |   |   |
| **C** | **Material** | **Cost per unit** |   |   |   |
|  |   |   |   |   |   |
|  |   |   |   |   |   |
|  |   |   |   |   |   |
| **D** | **Publicity** | **Cost per unit** |   |   |   |
|  |   |   |   |   |   |
|  |   |   |   |   |   |
|  |   |   |   |   |   |
| **E** | **Others** | **Cost per unit** |   |   |   |
|  |   |   |   |   |   |
|  |   |   |   |   |   |
|  |   |   |   |   |   |
| **TOTAL ($)** |   |   |
| **TOTAL FUND REQUESTED ($)** |   |   |
|  |   |   |   |   |   |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Funding Agency** | **Grant Amount Applied ($)** | **Remarks** |
| **1** |   |   |   |
| **2** |   |   |   |
| **3** |   |   |   |