

To Complete:

For each budget category, give more specifics of each line item including description (of item), unit (how it is measured), # of units (for duration of project), cost per unit. The total should calculate automatically. Feel free to add as many line items as necessary.

Budget preparation guidance from the ISOC Foundation

Organization Name:	Internet Society Tanzania Chapter		
Project Title	Internet Governance Forum 2023		
Total Budget Amount:	US\$		5,000
Local Currency Rate Used:			1\$ =Tsh 2600

Personnel						
<i>For personnel, unit refers to period of time (ie. month/day/hour)</i>						
Description	Unit	# of units	Cost per Unit	Total	Total Local Currency	Notes
Total				US\$ - 0		

Contractual						
<i>For consultants/contractors, unit refers to period of time (ie. month/day/hour)</i>						
Description	Unit	# of units	Cost/Unit (rate)	Total	Total Local Currency	Notes
Facilitators	Day	5	US\$ 160	US\$ 800	US\$ 2,080,000	This amount will be used to pay for 5 facilitators who will present on the day of the Forum.
				US\$ - 0		
				US\$ - 0		
Total				US\$ 800	US\$ 2,080,000	

Equipment						
Description	Unit	# of units	Cost/Unit	Total	Total Local Currency	Notes
					US\$ - 0	
					US\$ - 0	
					US\$ - 0	
Total					US\$ - 0	

Travel						
Description	Unit	# of Units	Cost/Unit	Total	Total Local Currency	Notes
Transportation fare	persons	60	US\$ 10	US\$ 600	US\$ 1,560,000	This amount will pay for transportation for 60 participants who will attend the forum
Total				US\$ 600	US\$ 1,560,000	

Subawards						
Description	Unit	# of units	Cost/Unit	Total	Total Local Currency	Notes
					US\$ -	
					US\$ -	
					US\$ -	
Total					US\$ -	

Other Direct Costs						
Description	Unit	# of units	Cost/Unit	Total	Total Local Currency	Notes
Conference Package	Persons	60	US\$ 60	US\$ 3,600	US\$ 9,360,000	This amount will pay for breakfast,lunch and 2 tea breaks for 60 participants who will attend the event.
Total				US\$ 3,600	US\$ 9,360,000	

Indirect Costs						
<i>Please keep in mind, indirect costs should not exceed 20% of your total budget request.</i>						
Description	Unit	# of units	Cost/Unit	Total	Total Local Currency	Notes
					US\$ -	
					US\$ -	
Total					US\$ -	

Grand Total: US\$ 5,000 US\$ 13,000,000