

TB REACH WAVE 9

Addressing inequities in drug-resistant tuberculosis under the principles of USAID Global Accelerator to END TB and UN HLM on TB.

Budget and Financial Instructions

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 10 different budget line categories, and applicants shall use the excel-based [detailed budget template](#) provided by TB REACH. [A list of eligible costs per budget category has been provided](#) to facilitate the process.

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 applications choose to submit a budget in the local currency, the Forex Exchange rate must be disclosed in the cell of the detailed budget template. This will automatically convert the budget in local currency into USD. We recommend that you use the exchange rate that reflects the best estimate at which you will exchange your grant currency into your local currency over the term of the grant.

If you have additional partners and/or sub-recipients (SRs), please include an additional spreadsheet for SR's budget. The Primary Recipient (PR) will be responsible for the financial reporting of any SRs. In total, the budget for any international project partners, if included, must be <50% of the total budget. Funding can be used to host the meeting, training for governmental entities; however, no direct cash deposit should be made to governmental entities.

In Wave 9, all awarded projects will have a grant ceiling of USD 600,000. Projects can either be a 'proof of concept' for an innovation or focus on scaling up existing interventions. The maximum amount of funding to be requested depends on the annual turnover of the lead applicants. Please read the [Wave 9 Grants Framework](#) information note for further details. The total requested amount should not exceed 5 times the amount of the applicant's latest annual budget as reflected in the most recent audit.

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 to deliver TB services, 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 and can include HR-related overheads.

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 in two TB REACH Grantee meetings.
- The dates and location for these meetings are yet to be finalized, but please use the following information to help you forecast a budget:
 - The first meeting will most likely take place in Europe and after the grant award. It will be held for 3 days, and a maximum of 3 individuals per selected project will be allowed to travel.
 - The second meeting will most likely take place in Asia and at mid-projects' implementation. It will be held for 3 days, and 2 individuals per selected projects will be allowed to travel.
 - For each of the meetings, please allocate the amount for airfare, per diem (6 nights total), and visas for 2 individuals.

Budget category 4 – Central Procurement funds withheld at source for GDF (GeneXpert technology)*

- If an applicant does NOT have procurement capacity for GeneXpert commodities, TB REACH can help centrally procure Xpert commodities through the Global Drug Facility (GDF).
 - If you decide to let TB REACH centrally procure GeneXpert commodities, please indicate the budget allocated for this under the category 4.
 - Please use the [TB REACH Xpert Budget Estimation Tool](#), which shows the unit costs for GeneXpert systems, Xpert MTB/RIF or Xpert MTB/RIF Ultra cartridges, calibration kits, and warranties. It also provides an estimation of the shipping costs for these items. Please **only include the product and freight costs** under the category 4.
 - TB REACH's central procurement **will withhold the amount of funds indicated under the category 4 at source and make the payment directly to supplier.**
 - The incoterm of TB REACH's order will be CIP, which means TB REACH's central procurement will only cover product and international freight costs. **Costs with associated importation, customs, and domestic transport of equipment and supplies should be listed under the budget category 6.**
- Applicants that have sufficient procurement capacity can procure Xpert commodities themselves. If this is the case, please leave the category 4 empty.
- The Xpert MTB/XDR cartridges and GeneXpert systems with 10-Color Multiplexing Technology are progressively being commercialized and available. We expect that XDR cartridges 10-Color Multiplexing systems may be made available for Wave 9 projects and can be part of project proposals. Please contact TB REACH should you have any questions on this.

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 **will not pay for procurement of any TB medications, including second-line anti-TB drugs. Access to these should be coordinated with local authorities implementing DR-TB service delivery.**

Budget category 6 – Procurement of non-medical items*

- Procurement of non-medical costs include any expenses that are not related to medical equipment such as computers, mobile phones, tablets, etc. These expenses should not be allocated under “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 cars for their proposals, and inclusion should be clearly justified.

Budget category 8 – Direct Program Support (max 12% of the total budget)

- Spending on direct program support 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. This would mean that direct program support cost would be 24% combined, which would exceed the authorized ceiling.
- 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 the direct program support.

Budget category 9 – Institutional capacity building (maximum 10% of the total budget)

- Spending on institutional capacity building cannot exceed 10% of the total requested budget.

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 9 grantees.
- The budget for the M&E services are by default set at USD 35,000.

*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.