

GENERAL GUIDANCE:

Please be certain to include item description, units, unit cost, number of units, total amount, contribution of farmers (where appropriate), contribution by the Mercy Corps and contribution by the Financial Institution for each item listed.

COMPLETION INSTRUCTIONS:

1. To be able to complete the budget template well, the Company is advised to develop the business expansion proposal first then followed by development of the budget or co currently
2. The cost of the items should be quoted as expected putting into consideration the rural areas of South Kordofan
3. The Item Description should be as clear as possible. Fully state the name of the item as it is commonly known. Do not be vague.
4. The exchange rate should not be changed.
5. Under each category, additional lines can be created by inserting rows above the sub total line. When rows are inserted, please ensure the sub total formula range is capturing all items in the category
6. The budget should be rechecked to ensure it is accurately reflecting what the Company intends to portray
7. Provide clear budget notes for each item listed to ensure a clear understanding of what is intended