

IDDS Expenses

Name of summit:	
Person responsible for the budget:	
Name of organization and account funds will	
Host Country and currency:	
Currency exchange rate:	

Item	Quantity	Unit	Unit Price	Currency	Conversion	Total Cost	(USD)	Source:IDIN or Other?	Notes
ACCOMMODATION and MEALS									
X nights in hostel and full board for organizers pre-summit training		organizers							
X nights in hostel and full board for organizers		organizers							arrive on _____ and depart morning of _____ this includes _____ int'l organizers and _____ locals.
X nights in hostel and full board for participants		participants							arrive _____ depart morning of _____
X nights in hostel and full board for guest speakers		guests							
X nights in hostel and full board for IDIN staff		IDIN Staff							
1 night organizers homestay and food in communities before participants arrive		organizers							
X nights in community accommodations		people							In communities from _____ and _____
X nights accommodation for community members during Closing Event		community members							We have budget to sponsor up to X members for X nights from each of the X communities
TOTAL							.00		

DOMESTIC TRANSPORT									
Pre-summit shopping trips/trips to see organizations									
Organizer trips out to communities before participants arrive									
Trips to Airport for pick-up and drop-off of international organizers, participants and guests									
International Organizer Visa Reimbursement		visas							
International Participant Visa Reimbursements		visas							X participants granted visa scholarships
International Participant Medical and Other Incidentals Reimbursements		reimbursements	100	USD					X international participants granted medical/other incidentals scholarships
National Participant Reimbursement for Transport		reimbursements							
Health Insurance for all participants and organizers		person	80	USD					
Community visits during the summit									this includes X extras in case researchers, etc. come; we will have X village visits for X communities
Trips into town during summit (for workshops, shopping, and activities)									
Transport to special outings or field trips									
Transport to summit for community members									
Transport to closing showcase event									
Transport to Closing Ceremony									
Transport to Organizer Retreat									
Transport for Emergency Transportation during the summit									
TOTAL							.00		

WORKSHOP									
Design Activity Supplies		lump sum							
Build-its Supplies		lump sum							
Sketch Modeling Supplies		lump sum							
Prototyping Materials		lump sum per group							
Workshop Fees		lump sum							
Extra Workshop Furniture		lump sum							
Extra Workshop Tools		lump sum							
Other Workshop Supplies		lump sum							
TOTAL							.00		

OTHERS SUPPLIES									
Design Workbooks		workbook	15	USD					
Pens									
Notebooks									
Folders									
Other office supplies - stapler, tape, post-its									
T-shirts									
Flip Chart Paper and Markers									
Blankets for morning circle									
Bedding?									
Reams of paper									
Screen									
Paint									
Toiletries and drinking water									
TOTAL							.00		

COMMUNICATIONS									
Banner									
Airtime for organizers before summit									X per week to anyone claims
Airtime for organizers during summit									
Internet Modems									
Airtime for Internet									5GB/month
Showcase Event Display Posters									
Closing Ceremony Publicity									
TOTAL							.00		

SPECIAL ACTIVITIES									
Presummit Last Community visit									
First Aid Training Organizers									
Special event fees									
International Potluck Night									
Showcase Event Fees?									
Closing Ceremony									
Organizer Retreat for Feedback									Day after participants leave
TOTAL							.00		

PERSONEL

Lead Organizer	1	person							This includes starting from _____ to _____ and indicates 100% LOE during the sum
Lead Financial Coordinator	1	person							This includes starting from _____ to _____ and indicates 100% LOE during the sum
Lead Instructor	1	person							This includes starting from _____ to _____ and indicates 100% LOE during the sum
Translators	?								The number of translators required and LOE should be determined by local organiz
Fundraising Organizer?									This includes starting from _____ to _____ and indicates 100% LOE during the sum
Local Organizer Stipend?		local organizers							This includes starting from _____ to _____ and indicates 100% LOE during the sum
TOTAL								.00	

COST RECOVERY

Participant Room and Board Fees		participants							board, and medical insurance.
IDIN Staff Room and Board fees		IDIN Staff							board.
Funds from other grants, donors, or organizations		lump sum							list out specific funds and where they are coming from on the next tab
TOTAL								.00	

GRAND TOTAL

.00