

ILEP C QUESTIONNAIRE
APPLICATION FOR GRANTS FOR FIELD PROJECTS



PROJECT NUMBER	
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PROJECT NAME	
COUNTRY	

BUDGET YEAR	
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Completed on / / Signature of person in charge: Comments about most urgent needs:

INCOMES

Local currency used: _____

Exchange rate used: 1 Euro equal to _____

Estimated Incomes for budget year

(Total incomes should equal total expenditure)

		Amounts
Amount requested to AIFO	E AIFO	
Funds expected from other organisations		
Funds expected from local/central Government		
Expected income from own activities		
TOTAL INCOME expected for budget year	E TOTAL	

ATTENTION: E AIFO has to correspond to AIFO EXPENDITURE (PG.2)
E TOTAL has to correspond to TOTAL EXPENDITURE (PG.2)

COSTS EXPENDITURE SUMMARY

CODE	DESCRIPTION OF COSTS	Total budget Aifo + Not AIFO	Budget Asked to Aifo
1	INVESTMENTS		
1.1	Buildings/constructions		
1.2	Medical Equipment		
1.3	General Equipment		
1.4	Vehicles		
1.5	Rehab & Training Equipment		
1.6	Miscellaneous		
1	TOTAL INVESTMENT BUDGET	0	0
2	SALARIES & TRAINING COURSES		
2.1	Medical doctors		
2.2	Paramedical & Technical staff		
2.3	Administrative/Maintenance staff		
2.4	Staff benefits		
2.5	Training courses		
2.6	Miscellaneous		
2	TOTAL FOR SALARIES & TRAINING	0	0
3	MAINTENANCE - FUNCTIONING		
3.1	Repairs and utilities		
3.2	Leprosy drugs		
3.3	Other drugs & medical supplies		
3.4	Transport		
3.5	Socio-economic rehabilitation		
3.6	Miscellaneous		
3	TOTAL FOR MAINTENANCE/FUNCTIONING	0	0
4	ADMINISTRATION/MANAGEMENT		
4.1	Office expenses		
4.2	Public relations		
4.3	Special Budget		
4.4	Health education materials & activities		
4.5	Teaching materials		
4.6	Miscellaneous		
4	TOTAL FOR ADMINISTRATION/MANAGEMENT	0	0
		Total expenditure	AIFO Expenditure
TOTAL EXPENDITURE		0	0

DETAILS OF INVESTMENT EXPENSES

CODE	DESCRIPTION OF COSTS	Total Budget AIFO+non AIFO	Asked to AIFO	Comments to explain the request <i>Use separate paper if needed</i>
1.1	BUILDINGS/CONSTRUCTIONS			
	Workshops building			
	Store-office building			
	social/community centre			
	Dispensary/health centre			
	construction supervision			
	Land for building			
	Major repairs/extensions			
1.1	TOTAL FOR CONSTRUCTION			
1.2	MEDICAL EQUIPMENT			
	Microscopes			
	Laboratory equipment			
	Surgical instruments			
	O.T. Equipment			
	Others (Explain)			
1.2	TOTAL FOR MEDICAL EQUIP.			
1.3	GENERAL EQUIPMENT			
	Office equipment/furniture			
	Hospital furniture			
	Others (explain)			
1.3	TOTAL FOR GEN. EQUIP.			
1.4	VEHICLES			
	Cars/Jeeps			
	Ambulance			
	Motorcycles			
	Bicycles			
	Van/Minibus			
	Boats			
	Others (Explain)			
1.4	TOTAL FOR VEHICLES			
1.5	REHAB. & TRAINING EQUIP.			
	Teaching equipment			
	Rehabilitation equipment			
	Orthopaedic workshop equip.			
	Ortho. Workshop materials			
	Others (Explain)			
1.5	TOTAL FOR REHAB & TRAIN.			
1.6	MISCELLANEOUS			
	Water supply			
	Electrification			
	Roads			
	sewage/toilets			
	Others (Explain)			
1.6	TOTAL MISCELLANEOUS			
1	TOTAL INVESTMENTS			

DETAILS OF STAFF SALARIES & TRAINING COURSES

CODE	DESCRIPTION OF COSTS	Total budget Aifo + non Aifo	Budget asked to Aifo	Comments to explain requests (Use separate paper if needed)
2.1	MEDICAL DOCTORS			
	Full time Doctor - salaries			
	Full time Doctor- Provident fund			
	Full time doctor-Allowances			
	Part time/consultant doctors			
	Other costs (explain)			
2.1	TOTAL FOR MEDICAL DOCTORS			
2.2	PARAMEDICAL & TECHNICAL			
	Nursing staff costs			
	Ortho workshop staff costs			
	Paramedical & Lab staff costs			
	Rehab staff costs			
	Social worker staff costs			
	Other technical staff costs			
2.2	TOTAL FOR PARAMEDICAL/TECH			
2.3	ADMIN/MAINTENANCE STAFF			
	Administrator/Manager costs			
	Accounting staff costs			
	Drivers & logistic staff costs			
	Cleaners & General staff costs			
	Other staff costs			
2.3	TOTAL ADMIN/MAINT. STAFF			
2.4	STAFF BENEFITS			
	Per-diems/incentives costs			
	Staff Housing costs			
	Staff transport costs			
	Other staff benefits			
2.4	TOTAL STAFF BENEFITS			
2.5	TRAINING COURSES			
	Vocational training courses			
	Medical training courses			
	Management training courses			
	Scholarships			
	Training materials, books, etc.			
	Other costs (explain)			
2.5	TOTAL TRAINING COURSES			
2.6	MISCELLANEOUS			
	Expatriate staff			
	AIFO missions			
	AIFO meetings/workshops			
	Other conferences/meetings			
	Others (explain)			
2.6	TOTAL MISCELLANEOUS			
2	TOTAL STAFF & TRAINING			

DETAILS OF MAINTENANCE-FUNCTIONING COSTS

CODE	DESCRIPTION OF COSTS	Total budget Aifo+non Aifo	Asked to Aifo	Comments to explain requests (Use separate paper if needed)
3.1	REPAIRS - UTILITIES			
	House/building rents			
	Building maintenance/repairs			
	Electricity/water			
	Maintenance office equipment			
	Telephone			
	Email			
	Postage, fax			
	Other costs (explain)			
3.1	TOTAL FOR REPAIRS/UTLITIES			
3.2	LEPROSY DRUGS			
	MDT treatment drugs			
	Drugs for reactions			
	Other costs (explain)			
3.2	TOTAL FOR LEPROSY DRUGS			
3.3	OTHER DRUGS & SUPPLIES			
	Drugs for general health care			
	Dressing materials & drugs			
	Laboratory reagents			
	Other medical supplies			
3.3	TOTAL FOR DRUGS/SUPPLIES			
3.4	TRANSPORT			
	Petrol			
	Vehicle Insurance			
	Vehicle maintenance			
	Air-tickets (explain)			
	Others (explain)			
3.4	TOTAL FOR TRANSPORT			
3.5	SOCIO-ECONOMIC REHAB			
	Loans, credit funds			
	Informal/adult education			
	Parents/family training			
	Self-care			
	Children education			
	Food supply			
	Sheltered workshops			
	Charitable help			
	Support for house building			
	Support for agriculture			
	Others (explain)			
3.5	TOTAL FOR S.E.REHAB.			
3.6	MISCELLANEOUS			
	AIFO verification missions			
	Internal Monitoring of activities			
	Planning/evaluation			
	Others (explain)			
3.6	TOTAL MISCELLANEOUS			
3	TOTAL MAINT/FUNCTIONING			

DETAILS OF ADMINISTRATIVE/MANAGEMENT COSTS

CODE	DESCRIPTION OF COSTS	Total budget Aifo+non Aifo	Asked to Aifo	Comments for explaining requests <i>(Use separate paper if needed)</i>
4.1	OFFICE EXPENSES			
	Office rent			
	Stationary & office supplies			
	Office furniture			
	Others (explain)			
4.1	TOTAL OFFICE EXPENSES			
4.2	PUBLIC RELATIONS			
	Officials visits/hospitality			
	Publications			
	Meetings			
	Others (explain)			
4.2	TOTAL FOR PUBLIC RELATIONS			
4.3	SPECIAL BUDGET			
	AIFO groups visit			
	AIFO consultant visit			
	International congress			
	Others (explain)			
4.3	TOTAL SPECIAL BUDGET			
4.4	HEALTH EDUCATION			
	Booklets, posters, etc.			
	World leprosy day activities			
	School & Public campaigns			
	Audio/video materials			
	Exhibitions			
	Competitions/awards			
	Others (explain)			
4.4	TOTAL HEALTH EDUCATION			
4.5	TEACHING MATERIALS			
	Books-Journals-manuals			
	Slides-audio-video materials			
	Photocopies/cyclostyling			
	Others (explain)			
4.5	TOTAL TEACH.MATERIALS			
4.6	MISCELLANEOUS			
	Emergency fund			
	(Explain)			
	(Explain)			
4.6	TOTAL MISCELLANEOUS			
4	TOTAL ADMIN/MANAGEMENT			

INSTRUCTIONS FOR FILLING THE FORM:

1. Try to give as much explanations as possible; that will increase chances of approval.
2. If some specific request is very urgent/important please state that clearly & explain.
3. Please give details of total costs for all your activities under "Total budget AIFO + Non AIFO"
4. Under "Asked to AIFO" put only the costs related to health/social activities, supported by AIFO.
5. State clearly if you want AIFO to make orders for drugs/vehicles/materials in Europe.
6. Normally request should be made in local currency; state real exchange rate that you get for EURO.