



Women's Economic Empowerment  
and Digital Finance

## *Office Hours: Preparing High Value Budgets*

Kym Cole, Initiative Director, WEE-DiFine at BIGD  
Ali Navir Khan ACA, Grants Manager at BIGD



# Guidelines

Please raise your hand on Zoom  
Share your name and institution  
If you're able to, please come on camera!

We encourage questions regarding budget-related questions, such as:

- Eligible & ineligible expenses
- Competitive distribution of funds
- Reflecting subaward expenses

We're not able to offer the following today:

- Feedback on budgets that were not accepted in the past
- Inquiries that would require reviewing your budget in detail



## *Be sure to budget for the appropriate funding cap*

- All qualitative research is capped at \$50,000
- Combinations across two categories are permitted when relevant (i.e. Greenfield + Measurement study)

Pro-tip: Irrespective of funding caps, ask only for the funds you need. Don't try to max out a category if you don't need to.

## *Provide a sufficient level of disaggregation*

- Break down large expenses into their component parts
- Include detailed figures for subawards
- Check out our sample budget!

Pro-tip: Examine your budget for areas that can be broken down further into individual expense lines.

## *Complete all components of the budget in a clear manner*

- Include a justification in the budget template for every single line item, even if it seems obvious
- Unit type, quantity, and cost per unit should clearly generate the total cost, by line
- Unit type should be a word (days, months, computers)
- Quantity should be the number of units, as described in the unit type column
- Rate or cost per unit should be the expense associated with one unit, as described in the unit type column

## *Make the budget narrative your best friend*

- Use the narrative to make a case for your funding structure, especially if your context diverges from the structure described in the budgetary guidelines
- Don't be concerned about providing too much information
- Preempt any possible concerns or questions



Pro-tip: Don't try to force fit your budget to match our competitive distribution of funds. Rather, use the budget narrative to make a case for why your proposed budget is necessary.

## *Demonstrate value for money*

- Show us that you've considered the most economical options possible for your context (i.e. renting instead of purchasing tablets).
- If you can't include the lowest-cost option, tell us why
- Plan for modestly-priced lodging, not luxury accommodation
- Include any co-funding in the budget template

Pro-tip: If you are not sure how much an item will cost, consider requesting three quotes from local vendors and including the lowest-cost option that meets your needs

## Resources

- Book a one-on-one budget coaching call with Kym
- Check out the resources page on our website
- Email us at [wee\\_difine@bracu.ac.bd](mailto:wee_difine@bracu.ac.bd)

### WEE-DiFine Request for Proposals

We are now holding office hours  
for RFP 3!

1/18/2022 10 am UTC:  
Preparing Quantitative Proposals

1/27/2022 12 pm UTC & 5:00 pm UTC:  
Preparing Qualitative Proposals

2/10/2022 12 pm UTC & 5:00 pm UTC:  
Preparing High-value Budgets

2/24/2022 12 pm UTC & 5:00 pm UTC:  
Last Minute Submission Questions

Zoom Link: <https://us06web.zoom.us/j/86282632393>



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## *Work shopping questions*

Are there any questions regarding the competitive distribution of funds we present in our budgetary guidelines?

What components of the budget are most challenging?

Do you have a unique financial circumstance that you would like guidance on?

