CONTENT

Step 3: Plan the budget and fill the budget template

Before you start inputting the budget – make sure you **select the *protocol type* in cell K5 –** from the dropdown menu**,** select either **EA Protocol or Simplified EAP.** This will automatically set the budget caps and will alert you if the budget cap is overspent.

Now that you have selected the correct template type (cell K5 = EA Protocol or Simplified EAP), *read carefully* the last tab, 'guidelines' for completing the budget template. If you follow the principles here, you will understand how to use the budget template correctly

Budget caps for EAPs and sEAPs:

The maximum budget for a National Society for a full EAP is CHF 900,000. The maximum budget for a National Society for a simplified EAP is CHF 200,000. These figures must be inclusive of the IFRC indirect or programmes and services support recovery (PSSR) of 6.5 per cent.

The IFRC delegation supporting the National Society can add 20,000 for a simplified EAP or CHF 50,000 to support the maintenance and activation of an s/EAP. This sum must include the 6.5 per cent IFRC indirect or programmes and service support recovery (PSSR). The National Society and the IFRC should use the same budget template.

When filling out the budget template, most cells can be copy and paste, except for four columns, where options must be selected manually from the dropdown menu:

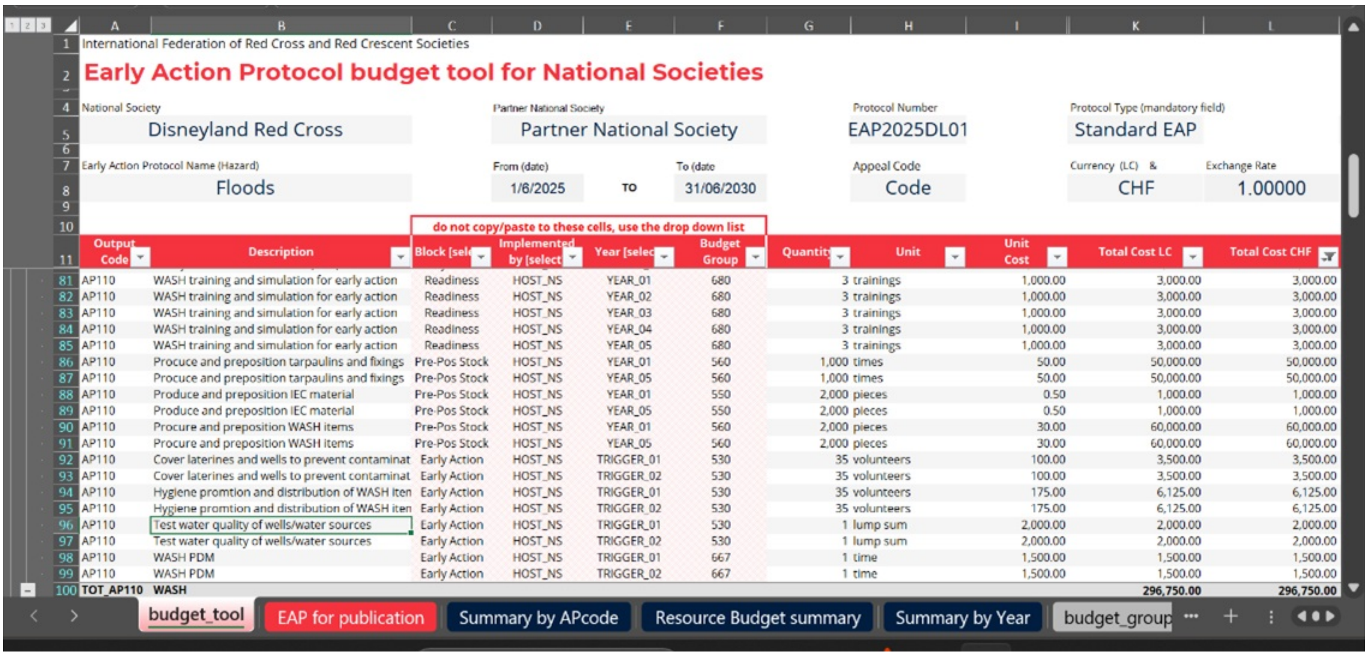
- **In column C:** use the dropdown menu to indicate the type of activity: Readiness, Pre Pos Stock 1 and Pre Pos Stock 2 (only EA Protocol uses Pre Pos Stock 2), and also Early Action 1 and Early Action 2 (only EA Protocol uses Early Action 2).
- **In column D:** use the dropdown menu to indicate who will be implementing the activity: Host NS, IFRC or PNS, if a partner has a role in the s/EAP.
- **In column E:** use the dropdown menu to indicate when the activity will be done.

  For readiness, indicate which year the activity will be done (YEAR 1 – YEAR 5 for an EA Protocol or YEAR 1 – YEAR 2 for a simplified EAP; If you don't see these options in the dropdown menu – make sure that you have selected the correct protocol type, cell K5, 'EA Protocol' or 'simplified EAP'.). If the activity is repeated annually and thus done five times, you will need to copy this column five times and allocate the five to 'YEAR 1', 'YEAR 2', through to 'YEAR 5'. *Note, you cannot budget the activity for five years in just one line.*

  For prepositioned stock, under the simplified EAPs, all stock is always budgeted in 'YEAR 1'. For a full EAP, stock should be budgeted twice, one allocation in 'YEAR 1' and one allocation for the second activation which should be coded to 'ACTIV_02'. Following the first activation, the second allocation will be transferred, so that the stock can be procured and prepositioned in advance of a second activation.

  For early actions, should be budgeted under 'ACTIV_01' for the sEAP and for a full EAP, the first activation is budgeted under 'ACTIV_01' and 'ACTIV_02' for the second activation.

- **In column F:** indicate using the dropdown menu the appropriate budget group. The full list of budget groups can be found under the excel tab called '*budget group*'.



International Federation of Red Cross and Red Crescent Societies

Early Action Protocol budget tool for National Societies

National Society	Partner National Society	Protocol Number	Protocol Type (mandatory field)
Disneyland Red Cross	Partner National Society	EAP2025DL01	Standard EAP

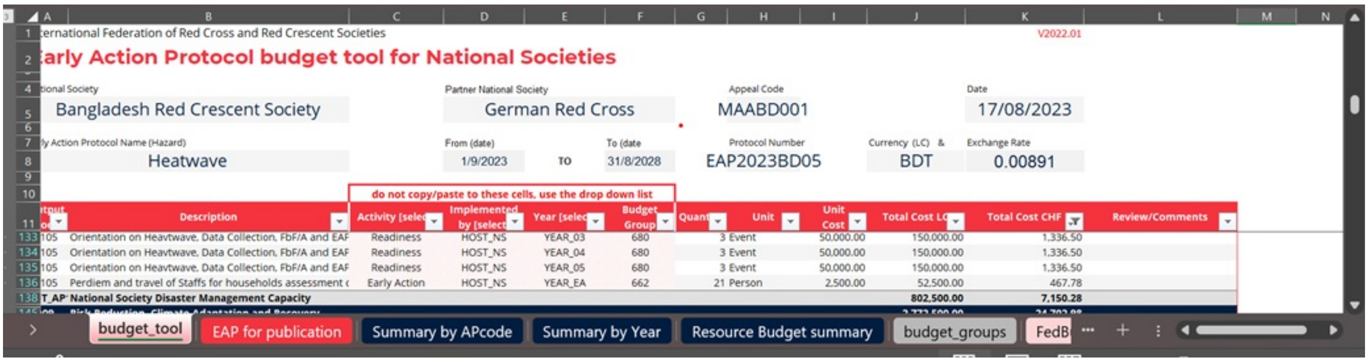
Early Action Protocol Name (Hazard)	From (date)		To (date	Appeal Code	Currency (LC) &	Exchange Rate
Floods	1/6/2025	TO	31/06/2030	Code	CHF	1.00000

do not copy/paste to these cells, use the drop down list

	Output Code	Description	Block [sele	Implemented by [select	Year [selec	Budget Group	Quantity	Unit	Unit Cost	Total Cost LC	Total Cost CHF
81	AP110	WASH training and simulation for early action	Readiness	HOST_NS	YEAR_01	680	3	trainings	1,000.00	3,000.00	3,000.00
82	AP110	WASH training and simulation for early action	Readiness	HOST_NS	YEAR_02	680	3	trainings	1,000.00	3,000.00	3,000.00
83	AP110	WASH training and simulation for early action	Readiness	HOST_NS	YEAR_03	680	3	trainings	1,000.00	3,000.00	3,000.00
84	AP110	WASH training and simulation for early action	Readiness	HOST_NS	YEAR_04	680	3	trainings	1,000.00	3,000.00	3,000.00
85	AP110	WASH training and simulation for early action	Readiness	HOST_NS	YEAR_05	680	3	trainings	1,000.00	3,000.00	3,000.00
86	AP110	Procuce and preposition tarpaulins and fixings	Pre-Pos Stock	HOST_NS	YEAR_01	560	1,000	times	50.00	50,000.00	50,000.00
87	AP110	Procuce and preposition tarpaulins and fixings	Pre-Pos Stock	HOST_NS	YEAR_05	560	1,000	times	50.00	50,000.00	50,000.00
88	AP110	Produce and preposition IEC material	Pre-Pos Stock	HOST_NS	YEAR_01	550	2,000	pieces	0.50	1,000.00	1,000.00
89	AP110	Produce and preposition IEC material	Pre-Pos Stock	HOST_NS	YEAR_05	550	2,000	pieces	0.50	1,000.00	1,000.00
90	AP110	Procure and preposition WASH items	Pre-Pos Stock	HOST_NS	YEAR_01	560	2,000	pieces	30.00	60,000.00	60,000.00
91	AP110	Procure and preposition WASH items	Pre-Pos Stock	HOST_NS	YEAR_05	560	2,000	pieces	30.00	60,000.00	60,000.00
92	AP110	Cover laterines and wells to prevent contaminat	Early Action	HOST_NS	TRIGGER_01	530	35	volunteers	100.00	3,500.00	3,500.00
93	AP110	Cover laterines and wells to prevent contaminat	Early Action	HOST_NS	TRIGGER_02	530	35	volunteers	100.00	3,500.00	3,500.00
94	AP110	Hygiene promtion and distribution of WASH iten	Early Action	HOST_NS	TRIGGER_01	530	35	volunteers	175.00	6,125.00	6,125.00
95	AP110	Hygiene promtion and distribution of WASH iten	Early Action	HOST_NS	TRIGGER_02	530	35	volunteers	175.00	6,125.00	6,125.00
96	AP110	Test water quality of wells/water sources	Early Action	HOST_NS	TRIGGER_01	530	1	lump sum	2,000.00	2,000.00	2,000.00
97	AP110	Test water quality of wells/water sources	Early Action	HOST_NS	TRIGGER_02	530	1	lump sum	2,000.00	2,000.00	2,000.00
98	AP110	WASH PDM	Early Action	HOST_NS	TRIGGER_01	667	1	time	1,500.00	1,500.00	1,500.00
99	AP110	WASH PDM	Early Action	HOST_NS	TRIGGER_02	667	1	time	1,500.00	1,500.00	1,500.00
100	TOT_AP110	WASH								296,750.00	296,750.00

Top Tips:

- Make sure that you *save the template as a .xlsm* (macro enabled workbook).
- Make sure that you select the *correct budget type*, cell 5K *(EA Protocol* or *Simplified EAP)*
- For columns C to F, use the dropdown menu – *you cannot copy and paste into these cells*.
- Make sure that all AP codes and budget groups are filled for each column, otherwise the other tabs will not calculate correctly.
- An example of a completed budget template can be found in the toolbox.



If the budget tool is completed correctly, then the spreadsheet tabs will automatically calculate:

- **EAP BUDGET FOR PUBLISHING,** which groups the budget by planned operation and enabling approaches.
- **SUMMARY BY AP CODE,** which gives a breakdown by planned operation and enabling approaches, broken down by readiness, preposition stock and early action.
- **SUMMARY BY YEAR,** which provides a breakdown of amount and percent of readiness, prepositioned stock and early action by Host National Society, the Partner National Society (if applicable) and the IFRC, by year. You will also receive alerts, if the budget caps are exceeded, or activities have been budgeted incorrectly. *Note for IFRC staff, this tab can be used when populating the IFRC project agreement.*
- **RESOURCE BUDGET SUMMARY,** which provides a more detailed breakdown by AP code across readiness, prepositioned stock and early action.
- **BUDGET GROUP,** here is the list of budget group codes which can be used to populate the budget tool, column F.
- **WBS,** this tab summarises the budget by implementing party and output to allow the IFRC-DREF Operations Project Manager an easy reconversion of the data into IFRC's D365 system.
- **GUIDANCE,** this tab provides additional guidance on how to complete the budget. We recommend that you **consult this tab before you start work** on the budget template.