

**CAP Mozambique
Budget Assessment**

Name of Grant Recipient: _____ Grant Period: _____

Review 1 Date: _____ Name of Reviewer: _____

Review 2 Date: _____ Name of Reviewer: _____

Review 3 Date: _____ Name of Reviewer: _____

Review 4 Date: _____ Name of Reviewer: _____

Question	Review 1	Review 2	Review 3	Review 4
1. Is the total budget amount below the approved ceiling? (Note: ceiling could be referenced in RFA or otherwise communicated to grantee) Yes (1 point), No (0 points)				
2. Is a summary budget included? Yes (1 point), No (0 points)				
3. Is a detailed budget included? Yes (1 point), No (0 points)				
4. Were budget notes included? Most or all line items have notes (5 points) Half of the line items have notes (3 points) No budget notes, or less than half of items (0 points)				
5. Do the amounts in the summary budget match the amounts in the detailed budget? Yes (1 point), No (0 points)				
6. How well do the formulas add up? All line items add up correctly (5 points) Five mistakes or fewer (3 points) More than five mistakes (0 points)				
7. Are line items included in the appropriate budget category? Yes (1 point), No (0 points)				
8. Are all costs included in the budget allowable? Yes (3 points), No (0 points)				
9. Are activity costs described in sufficient detail? Yes (3 points), No (0 points)				
10. Do the budget notes explain the basis of each unit cost? Most of the time (5 points) Some of the time (3 points)				

Only in some cases/not at all (0 points)				
11. Do the budget notes describe the relevance of unit costs to program implementation? Most of the time (5 points) Some of the time (3 points) Only in some cases/not at all (0 points)				
12. Do the budget notes reference supporting documentation or organizational policies that justify costs? Most of the time (5 points) Some of the time (3 points) Only in some cases/not at all (0 points)				

Review 1 Comments:

Review 2 Comments:

Review 3 Comments:

Review 4 Comments: