

Step 5: Double check that your budget meets all the guidelines

Before you complete your budget, make sure that it meets all the guidelines:

- Maximum 65 % of the total budget can be allocated for readiness activities and prepositioned activities combined. It is up to National Societies to decide how to allocate the budget over these two types of costs. National Societies that request a high proportion of readiness costs (more than 35%) may be requested to justify the allocation. Also, National Societies who have more than one EAP may be requested to demonstrate that readiness costs are diminishing.
- The National Society may include administrative costs of up to 5% of the early action budget. If the 5% rate is not used, the National Society will need to list out each administrative cost individually generated during the early action phase (finance, logistics, electricity, support staff, etc.)
- The monitoring and evaluation budget should be maximum 5% of overall the budget (CHF 25,000 maximum for a full EAP (CHF 500,000) or CHF 10,000 maximum for an sEAP).



Tip: If you need assistance with preparing your budget, reach out to your IFRC Delegation Financial Focal Point.