**CLC Budget Application Form**

**Submit to local District Office of Education**

|  |  |  |
| --- | --- | --- |
| 1. **CLC Information** | * **CLC Name:** |  |
| * **Location:** | *(District, Commune, Village)* |
| * **Date of Application** | *(Date this form is completed)* |
| * **Request for which fiscal year:** | *(Application for which fiscal year?) ex. Application for 2016 annual budget* |
| * **Previous Annual MoEYS Budget** | *(How much did your CLC receive from MoEYS the year prior?)* |
| 1. **NFE Course Information** | *(Which NFE courses are you planning to run in the upcoming year for which you are applying for funding)* | |
| 1. **Vocational Course Information** | *(Which vocational training courses are you planning to offer in the upcoming year for which you are applying for funding?)* | |
| 1. **Local Needs Assessment**   **Outcome** | *(Results of local needs assessments summarized here)* | |
| 1. **Regional Labour Market Information** | *(Any labour market information provided by NEA summarized here)* | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Detail Planning and Budget Planning**     **6.1 Administration Materials**  **Ex:** | | | | |
| ***No.*** | ***Items*** | ***Unit*** | ***Unit Cost*** | ***Total*** |
| *1* | *CLCMC Meeting Refreshments* | *01* | *Riel. X* | *Riel. XX* |
| *2* | *Books* | *10* | *Riel. X* | *Riel. XX* |
| *3* | *Pens* | *20* | *Riel. X* | *Riel. XX* |
| *4* | *Whiteboard* | *01* | *Riel. X* | *Riel. XX* |
| *5* | *Makers* | *02* | *Riel. X* | *Riel. XX* |
| *6* | *Calculators* | *02* | *Riel. X* | *Riel. XX* |
| *7* | *Binder Clips* | *05* | *Riel. X* | *Riel. XX* |
| * 1. **Library Books**   **Ex:** | | | | |
| *No* | ***Items*** | ***Unit*** | ***Unit Cost*** | ***Total*** |
| *1* | *Khmer Culture Books* | ***Unit*** | ***Unit Cost*** | ***Total*** |
| *2* | *Agriculture Books* | *01* | *Riel. X* | *Riel. XX* |
| *3* | *Khmer Folk Tale Books* | *10* | *Riel. X* | *Riel. XX* |
| *4* | *English Books* | *20* | *Riel. X* | *Riel. XX* |
| *5* | *Book shelves* | *01* | *Riel. X* | *Riel. XX* |
| *6* | *Tables* | *02* | *Riel. X* | *Riel. XX* |
| *7* | *Chairs* | *02* | *Riel. X* | *Riel. XX* |
|  |  | | |  |
| **6.3 Materials for Vocational Training Class**  **Ex:** | | | | |
| **No.** | **Items** | **Unit** | **Unit Cost** | **Total** |
| *1* | *Sewing Machine* | *05* | *Riel. X* | *Riel. XX* |
| *2* | *Fabric* | *10* | *Riel. X* | *Riel. XX* |
| *3* | *Yarn* | *20* | *Riel. X* | *Riel. XX* |
| *4* | *Big Scissors* | *05* | *Riel. X* | *Riel. XX* |
| *5* | *Small Scissors* | *05* | *Riel. X* | *Riel. XX* |
| *6* | *Needles* | *20* | *Riel. X* | *Riel. XX* |
|  | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **6.4 Salaries** | | | | |
| **6.4.1 NFE Teachers**  **Ex:** | | | | |
| **No.** | **Items** | **Unit** | **Unit Cost** | **Total** |
| *1* | *Re-Entry* | *01* | *Riels. X* | *Riel. XX* |
| *2* | *Literacy Teachers* | *01* | *Riel. X* | *Riel. XX* |
| *3* | *Equivalency Teachers* | *01* | *Riel. X* | *Riel. XX* |
|  |  |  |  |  |
| **6.4.2 Vocational Training Teachers**  **Ex:** | | | | |
| **No.** | **Items** | **Unit** | **Unit Cost** | **Total** |
| *1* | *Sewing Teachers* | *01* | *Riels. X* | *Riel. XX* |
| *2* | *Technical Teachers* | *01* | *Riel. X* | *Riel. XX* |
| *3* | *Hair Salon Teachers* | *01* | *Riel. X* | *Riel. XX* |

**6.4.3 CLCMC Stipend**

**Ex:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Items** | **Unit** | **Unit Cost** | **Total** |
| *1* | *Monthly CLCMC Stipend* |  | *Riel. X* | *Riel. XX* |

|  |  |
| --- | --- |
| **Total Amount All Above** | *XXX* |

**Summary Table of the CLC Activities Plan and Time Frame**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Activities** | **Budget Requirement** | ***Timeframe of Implementation*** | | | | | | | | | | | |
| *Jan* | *Feb* | *Mar* | *Apr* | *May* | *Jun* | *Jul* | *Aug* | *Sep* | *Oct* | *Nov* | *Dec* |
| 1 | Materials Administration | ***(Total for this section)*** | *✔* |  | *✔* |  | *✔* |  | *✔* |  | *✔* |  | *✔* |  |
| 2 | Library Books | ***(Total for this section)*** | *✔* |  |  |  |  | *✔* |  |  |  |  |  |  |
| 3 | Materials for Vocational Training Class | ***(Total for this section)*** | *✔* | *✔* | *✔* |  |  | *✔* | *✔* | *✔* |  |  |  |  |
| 4 | Salaries | ***(Total for this section)*** | *✔* | *✔* | *✔* | *✔* | *✔* | *✔* | *✔* | *✔* | *✔* | *✔* | *✔* | *✔* |
| **Total** | | ***(Total for the year)*** | ***(Total for Jan)*** | ***(Total for Feb)*** | ***(Total for Mar)*** | ***(Total for Apr)*** | ***(Total for May)*** | ***(Total for June)*** | ***(Total for July)*** | ***(Total for Aug)*** | ***(Total for Sep)*** | ***(Total for Oct)*** | ***(Total for Nov)*** | ***(Total for Dec)*** |

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District Day…..…Month……..Year.……*

*CLCMC Director Name (Print) and Signature*

*Chief District Office of Education, (Print) and Signature*