

### Standard amounts/ maximums for site plans/ grants

<b>Event</b>	<b>Location</b>	<b>Who?</b> 1) Site committee volunteer 2) Community member	<b>Bus fare</b> • Rounded up to the nearest kina, • maximum 20 kina.	<b>Food allowance person</b> • For meetings/ work over four hours • <i>Maximum 20 kina</i> • <b>Providing food is better to keep participants at meeting.</b>	<b>Refreshments</b> • 5 kina per head morning • 5 kina per head per afternoon • Can include Buai • Must be spent on refreshments and acquitted cannot be paid as 'Gris Money'	<b>Toileteries</b>
Planning/ acquittal meeting	<b>Site</b>	1)	Yes	20	Yes	No
Site committee meeting	<b>Site</b>	1)	Yes	20	Yes	No
Town event (e.g. festival)	<b>RO/PO</b>	1)	Yes	20	Yes	No
		2)	No	No	No	
Peer education	<b>Site</b>	1)	Yes	Yes	Yes	No
		2)	No	No	Yes	
Community event (love patrol screening)	<b>Site</b>	1)	Yes	Yes	Yes	No
		2)	no	no	Yes	
Household visits	<b>Site</b>	1)	Yes	Yes	Yes	Yes for visits to PLWHIV - 50 kina per house
		2)	no	no	K20 per house hold	
Referrals	<b>Referral clinic</b>	1)	Yes	Yes	Yes	No
		2)	Yes	Yes	Yes	

**Other standard costs:**

- 1) Gen set-hire 3 hours (love patrol) – 100 kina
- 2) Fuel usage – 4 litres for genset per viewing – 20 kina (5 kina per litre)
- 3) Kerosene – 1 litre for activity – 5 kina
- 4) Venue hire – 50 kina for village hall
- 5) DVD hire – 100 kina for screen and deck (player) (50+50)
- 6) Easipay – 15 kina

*Above based on 3 hour Love Patrol event (or similar 3 hour event)*

- 7) Hire of digital camera – 50 kina (seems high)
- 8) Hire of sewing machines – 50 kina.
- 9) Flex – 5 kina per key site committee member requiring flex for communication during activity.

**Payment for guest speakers:**

- Government worker/ NGO employee – cover all out of pocket expenses – transport, provide refreshment and lunches as appropriate – no speakers fees
- PLHIV – associated with Igat Hope – check Igat Hope set rates; not associated with Igat Hope or other official network – cover all out of pocket expenses and K50 speaking fee
- Other – should be in line with above if have particular area of expertise
- People should not be paid if they are working in their own geographical community.