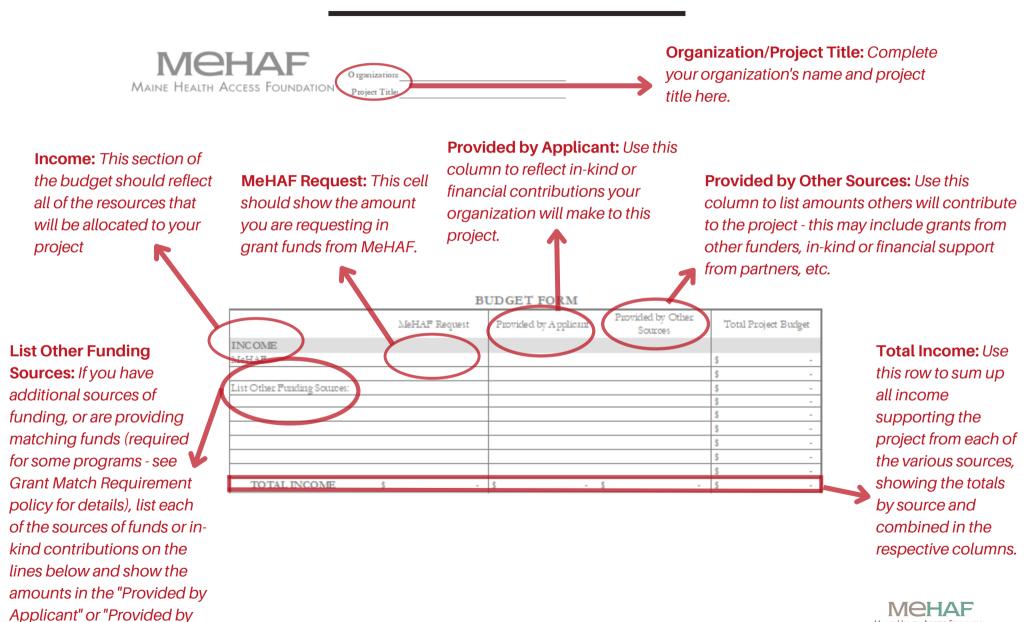
## MeHAF Budget Guidance

Below you will find the MeHAF Budget Form broken down into sections. Each section offers guidance to assist in filling out your program budget. If you have questions or would like guidance specific to your proposed project, reach out to the program's designated Program Officer.



MeHAF Budget Guidance

Other Sources" columns.

**Expenses:** The expense section of the budget should show how you are projecting spending all of the resources listed above in the income section, by funding source and in total, as indicated in each of the columns.

Direct (Program)
Expenses: These are expenses that are specific to the work you will do to complete this project. Use the line items listed to detail your expected expenses by category, adding any additional categories you may need as line items under "other".

EXPENSES		
Direct (Program) Expenses		
Wages & Szaries		\$ -
Payroll Taxes & Fringe		\$ -
Consultants		\$ -
Meeting Expenses		\$ -
Office Supplies		\$
Postage & Courier		\$
Printing & Copying		\$
Program Materials		\$ -
Program Partners		\$ -
Rent & Utilities		\$ -
Telephone & Internet		\$ -
Travel: Grantee Meetings		\$ -
Travel: Other		\$ -
Other (specify)		\$
		\$ -
		\$ -
Sub-mtal Direct Expends \$ -	\$ - \$ -	\$ -
Indirect (Organizational)		e .
Experience*		*
TOTAL EXPENSES** 5 -	\$ - \$ -	\$

## **Total Expenses:**

Amounts on this row must equal the income amounts shown in the top section of the budget form. The total in the MeHAF Request column, including Indirect Costs from the line above, may not exceed the maximum annual grant amount specified in the RFP.

Indirect (Organizational) Expenses: "Indirect costs" are costs which are incurred by an organization in the execution of its activities but which cannot be readily identified with a particular activity. Indirect costs may include general overhead costs, such as bank, payroll processing and audit fees; liability insurance; office equipment purchase or maintenance not directly related to the project; and salaries and benefits of executive or administrative personnel who are not directly engaged in the project. See MeHAF's Indirect Costs Policy for additional detail.

