

# 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.



Organization: \_\_\_\_\_  
Project Title: \_\_\_\_\_

**Organization/Project Title:** Complete your organization's name and project title here.

**Income:** This section of the budget should reflect all of the resources that will be allocated to your project

**MeHAF Request:** This cell should show the amount you are requesting in grant funds from MeHAF.

**Provided by Applicant:** Use this column to reflect in-kind or financial contributions your organization will make to this project.

**Provided by Other Sources:** Use this column to list amounts others will contribute to the project - this may include grants from other funders, in-kind or financial support from partners, etc.

**List Other Funding Sources:** If you have additional sources of funding, or are providing matching funds (required for some programs - see Grant Match Requirement policy for details), list each of the sources of funds or in-kind contributions on the lines below and show the amounts in the "Provided by Applicant" or "Provided by Other Sources" columns.

**BUDGET FORM**

|                             | MeHAF Request | Provided by Applicant | Provided by Other Sources | Total Project Budget |
|-----------------------------|---------------|-----------------------|---------------------------|----------------------|
| <b>INCOME</b>               |               |                       |                           |                      |
| MeHAF                       |               |                       |                           | \$ -                 |
| List Other Funding Sources: |               |                       |                           | \$ -                 |
|                             |               |                       |                           | \$ -                 |
|                             |               |                       |                           | \$ -                 |
|                             |               |                       |                           | \$ -                 |
|                             |               |                       |                           | \$ -                 |
|                             |               |                       |                           | \$ -                 |
|                             |               |                       |                           | \$ -                 |
| <b>TOTAL INCOME</b>         | \$ -          | \$ -                  | \$ -                      | \$ -                 |

**Total Income:** Use this row to sum up all income supporting the project from each of the various sources, showing the totals by source and combined in the respective 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                                   |    |   |    |   |
|--|----|---|----|---|
| <i>Direct (Program) Expenses</i>           |    |   |    |   |
| Wages & Salaries                           |    |   | \$ | - |
| Payroll Taxes & Fringe                     |    |   | \$ | - |
| Consultants                                |    |   | \$ | - |
| Meeting Expenses                           |    |   | \$ | - |
| Office Supplies                            |    |   | \$ | - |
| Postage & Courier                          |    |   | \$ | - |
| Printing & Copying                         |    |   | \$ | - |
| Program Materials                          |    |   | \$ | - |
| Program Partners                           |    |   | \$ | - |
| Rent & Utilities                           |    |   | \$ | - |
| Telephone & Internet                       |    |   | \$ | - |
| Travel: Grant Meetings                     |    |   | \$ | - |
| Travel: Other                              |    |   | \$ | - |
| Other (specify)                            |    |   | \$ | - |
|  |    |   | \$ | - |
|  |    |   | \$ | - |
| <i>Sub-total Direct Expenses</i>           | \$ | - | \$ | - |
| <i>Indirect (Organizational) Expenses*</i> |    |   | \$ | - |
| <b>TOTAL EXPENSES**</b>                    | \$ | - | \$ | - |

**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.