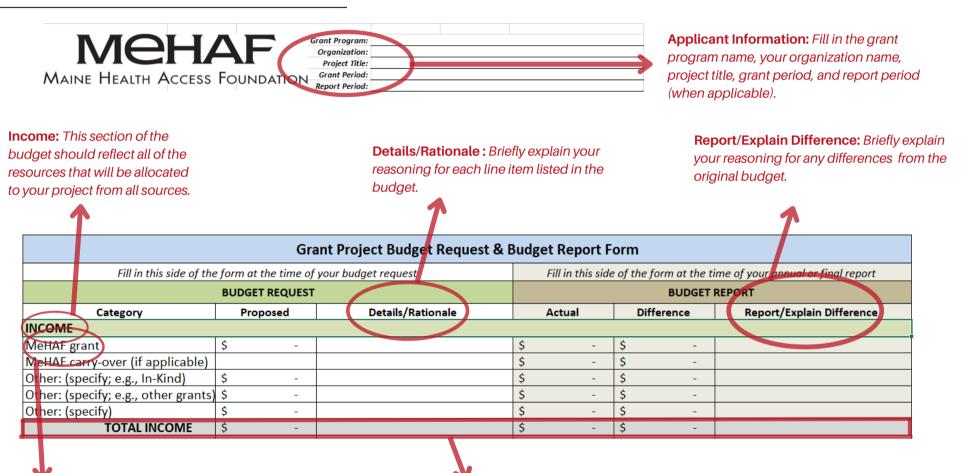
## **MeHAF Budget Guidance**

Below you will find the MeHAF Budget Form and the Accessibility Expense Worksheet, with each section broken down to assist you in filling out the program budget. If you have questions or would like guidance specific to your proposed project, reach out to the program's designated Program Officer.

## **Annual Budget Form**



**MeHAF Grant:** May not exceed the maximum annual grant amount specified in the RFP **Total Income:** The row will auto-populate with the sum of all income supporting the project from each of the various sources, showing the totals in the respective columns.



MeHAF Budget Guidance

**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, inserting any additional categories you may need as line items under "other."

EXPENSES							
Direct (Program) Expenses							
Wages & Salaries	\$	-	\$	-	\$	-	
Payroll Taxes & Fringe	\$	-	\$	-	\$	-	
Consultants	\$	-	\$	-	\$	-	
Organizational Partners	\$	-	\$	-	\$	-	
Community Members	\$	-	\$	-	\$	-	
Meetings	\$	-	\$	-	\$	-	
Office Supplies & Equipment	\$	-	\$	-	\$	-	
Project Materials	\$	-	\$	-	\$	-	
Postage & Courier	\$	-	\$	-	\$	-	
Printing & Copying	\$	-	\$	-	\$	-	
Rent & Utilities	\$	-	\$	-	\$	-	
Telephone & Technology	\$	-	\$	-	\$	-	
Travel	\$	-	\$	-	\$	-	
Other: (specify)	\$	-	\$	-	\$	-	
Other: (specify)	\$	-	\$	-	\$	-	
Other: (specify)	\$	-	\$	-	\$	-	
Sub-total Direct Expenses	\$	-	\$	-	\$	-	
Indirect (general and	¢	_	Ś	_	Ś	-	
administrative Expenses*	Ŷ	-	 Ŷ		Ŷ		
TOTAL EXPENSES	\$	-	\$	-	\$	-	

Indirect (Organizational) Expenses: "Indirect costs" are those which are incurred by an organization in the execution of its activities but which cannot be readily identified with a particular activity. Examples 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. **Total Expenses:** Amounts on this row must equal the income amounts shown in the top section of the budget form.



Accessibility Expenses: Accessibility Expenses focus on two main goals: supporting language justice, and reducing disproportionate barriers community members and leaders face that limit their ability to inform or lead a project. Under this policy, grantees whose community members face such barriers may request additional funds to cover the extra costs associated with addressing them. See MeHAF's Accessibility Expense policy for additional details.

**Report/Explain Difference:** A few words providing any clarification on any changes between the proposed and actual expense. Actuals may not exceed approved amounts without express agreement from MeHAF.

		essibility Funds Worksheet*	* & Expense Repo	rt***	
		solution of the second			
SPECIFY COMMUNITY & BARRIER	S				
Instructions - Applicants that intend to					
description of the specific community,	and the disproportion	nate barrier(s) they encounter. Add	how the barrrier(s) will	be addressed in the De	etails/Explanation section under
Accessibility Expenses.					
Fill in this side of the	e form at the time of	,	Fill in this sic		me of your annual or final report
Fill in this side of the	NTICIPATED EXPEN	ISE		ACTUAL E	EXPENSE
Fill in this side of the Al Category		,	Fill in this sid		
Fill in this side of the Al Category Translation	NTICIPATED EXPEN	ISE		ACTUAL E	EXPENSE
Fill in this side of the Al Category Translation Interpretation	NTICIPATED EXPEN	ISE		ACTUAL E	EXPENSE
Fill in this side of the Al Category Translation Interpretation Physical accessibility accomodations	Proposed   \$   -   \$	ISE		ACTUAL E	EXPENSE
A	Proposed   \$   \$   \$   \$   \$	ISE		ACTUAL E	EXPENSE

**Details/Rationale :** A few words providing any clarification for items listed on the worksheet.



MeHAF Budget Guidance