



## D. GRANT PROPOSAL BUDGET GUIDELINES

*Please follow the guidelines below to complete the Foundation's Budget Proposal Form (attached).*

### General:

1. The proposed beginning and ending dates for the budget period should be stated on the attached Budget Proposal Form.
2. The bottom line should be equal to the requested grant amount in the proposal.
3. If the project spans more than one calendar year (or consists of multiple larger phases), the budget should be broken down by those periods on the budget form. If the request is for only one year, simply ignore the columns for years two and three.
4. If the Foundation is providing only a portion of the funding for the project, the source(s), project duration, and amount of other funding should be specified on the budget form, where indicated. Letters of commitment from the other funders also should be attached.

### Specific Line Items:

1. **Personnel:** Please list in the budget the name, title, and total costs for each individual. The total cost should include percent effort, annual salary, and fringe benefits. Fringe benefits should be shown and calculated at the grantee institution's standard rate. For personnel hired on a per diem basis, the number of days and the daily reimbursement rate should be specified. If the responsibilities of each individual are not described in the proposal narrative, they should be included in a separate budget narrative.
  - Individuals with primary responsibility for the project should be devoting at least 10 percent effort to it.
  - The budget may not include payments to members of the project director's or co-project director's immediate family for salaries, expenses reimbursement, or any other type of compensation. This includes spouses, children, siblings, and parents.
2. **Meetings:** Meetings with participants from outside the grantee institution should be planned so as to minimize costs. The budget justification in the proposal narrative should indicate the number of meetings, type of participants, the length of the meetings, and the location(s). Detailed cost calculations should be shown for all meeting expenses.
3. **Travel:** All travel activities of grantees, including travel to the Foundation related to their grants, travel for advisory committee meetings, and/or other monitoring and oversight purposes should be included in the grant budget. Budget for travel should include coach

airfare, hotel, food, and ground transportation. Detailed cost calculations should be shown in the budget justification.

4. **Honoraria:** \$800/day maximum. Honoraria or consulting fees may not be paid to officials or employees of federal, state, and local governments.
5. **Equipment:** The Foundation does not purchase major equipment for grantees such as computers.
6. **Communications/Publications:** Costs for any communications strategies and dissemination activities included in the work plan should be provided in the budget.
7. **Overhead:** Indirect costs may not exceed 15 percent of direct costs. This indirect cost allowance is to cover items such as rent, electricity, office furnishings and equipment, heat, accounting/staff services, and the time of the organization's chief executive, financial, and administrative officers.

Direct costs are defined as those costs directly attributable to the project (i.e., personnel, consultants, project-related travel, and supplies, postage, and telephones use by project staff). If a subcontract budget does not include overhead expenses, the project budget may include the subcontract amount in the direct cost base for the indirect cost calculation.

Direct fellowship support, stipends or tuition are not to be included in the indirect cost calculation.