



Guide to the AEIF Budget Form and Budget Justification

Detailed Budget

The deadline for all teams to submit a detailed budget form and a budget justification is **14:00 EDT (i.e. New York, USA) on Thursday, March 29, 2018**. Items valued at \$200 or more must be itemized on the form. The budget form must be in U.S. dollars and a unit cost breakdown should be provided wherever possible. See below for an example budget form.

What do the categories on the budget form mean?

<p>1. Venue Costs</p>	<p>This section includes costs for renting space for project-related activities. Look for donated space first—consider reaching out to your Alumni Coordinator to see if you may be able to reserve space at a U.S. Embassy/Consulate facility or an American Space. Universities or educational institutions also often donate space. If donated space is not possible, costs should be reasonable based on the local environment. Consider trying to negotiate deals to include coffee breaks, lunch, presentation equipment, or modest supplies. In the justification, indicate what is included for the negotiated cost and the length of time covered by the venue rental.</p>
<p>2. Promotional Items and Advertising</p>	<p>These items aim to amplify the AEIF project. All requests should be reasonable and relevant to the program. In the justification, provide details about what promotional items will be used for (i.e. t-shirts to be worn by program participants on a day of service). Break down promotion and advertising, clearly indicating what you will get in return for costs incurred (i.e. number of ads, on which platforms, and at which times). Consider cost share or free online tools for graphic design work. Funding used for the creation of websites will need to be</p>

	strongly justified. What happens to the website after the project? Who maintains it? Is there a better way to promote your project?
3. Meals & Beverages	This category includes reasonable requests for snacks, non-alcoholic beverages, and meals if essential to the program (i.e. a working lunch is acceptable but a cocktail reception is not). Break down meals by the cost per person per meal.
4. Speaker Honorarium or Trainer Fees	Speaker: Maximum of \$200 per day for a <i>full day</i> of programming. Trainer: Maximum \$200 per <i>full day</i> or \$25 per hour. Associated preparation and follow-up costs are acceptable and should be itemized at the same rate. Consider asking your fellow alumni with expertise to cost share speaker/training fees. Reach out to your alumni coordinator if you are seeking a certain area of expertise—they may be able to suggest fellow alumni.
5. Lodging and per diem	In this section, list in-country and intraregional air fare, per diem rates, hotel costs, and local travel costs (via car, bus, train, etc.). Be sure to explain if lodging is single or dual occupancy and the duration of stay.
6. Travel	Describe in-country and intraregional air fare or local travel costs (via car, bus, train, etc.). Please specify the mode of transportation, who will travel, the destination/arrival points, and if the cost covers round-trip or one-way travel.
7. Supplies, Materials, and Equipment	Supplies include general office supplies, computer software, consumable automotive supplies (i.e. fuel), small equipment such as laptops, projector, etc., and expendable material (i.e. paint or paper). Rent equipment rather than purchase it when possible. If purchase of equipment is required, indicate what will happen to the equipment after the project concludes. Will it be donated to a community center to use for follow-on activities?
8. Other	If you have any items that do not apply to the categories above, list them separately here. <i>Be specific!</i> Commonly cited items are administrative costs and monitoring and evaluation. Provide cost breakdown. What will admin include? Why is it important? In terms of monitoring and evaluation, what will be monitored and evaluated? When? By whom? If any reports will be issued, provide relevant details.

What is cost share?

Cost share is the portion of a total sponsored project's costs that are paid from sources other than the funds requested from the AEIF competition. *We highly encourage your AEIF proposal include cost shared items.* Proposals with cost shared items will be considered more competitive.

Examples of items that can be included in the cost share portion of the budget form:

- In-kind support of services, labor, supplies/equipment, or volunteers.
- Items or supplies donated by another organization (i.e. a private company donates food for your event, an organization donates a venue, or an NGO sponsors an activity for your event).
- Services offered or given by an organization (i.e. printing a booklet for your project).

Tips for a developing a detailed budget:

Items valued at \$200 or more **must** be itemized.

- All items requesting funding from AEIF should be entered in columns C, D, and E under the appropriate category.
- All cost-shared items should be entered in columns F, G, and H.
- Items of related costs should not be lumped together. For example: travel, accommodations, and meals for a speaker should be three separate line items.

AEIF funds can be used to pay for:

- Intra-regional or in-country transportation.
- Trainer or speaker expenses.
- Reasonable equipment and materials.
- Meals or refreshments integral to the project goals (i.e. working lunch during a meeting).
- Communications and publicity materials, such as manuals or project advertisements.

AEIF funds cannot be used to pay for:

- Airfare to/from the United States or activities taking place within the United States.
- Sustained staff salaries, office space, and overhead/operational expenses.
- Large items of durable equipment (vehicles, large mechanical equipment).
- Alcohol, excessive meals, refreshments, or entertainment.
- Academic research.
- Provision of direct social services to a population (i.e. funding cannot be used to buy books or medicine to give to a community). However, funding can be used to purchase books that will be used in a training or awareness campaign.
- Support or opposition of partisan political activity.

What is a budget justification and why do I need to include it in my AEIF application?

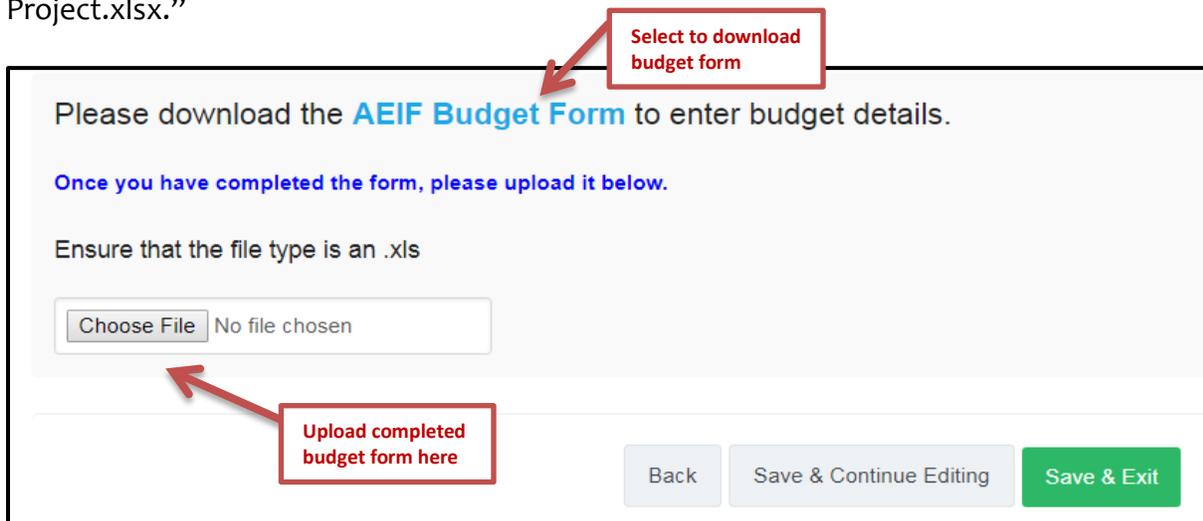
The budget justification is a detailed description of the proposed costs that helps the reviewer better understand how your budget relates to the proposal activities. It explains what the numbers in the budget form represent, how you calculated them, and why you need to incur them for your project. This information will help the reviewer understand your costs to determine if they are reasonable.

The budget narrative isn't simply copy/pasting information from the budget form. It is used to **explain** the budget. Answer who, what, when, where, and why. Explain any unusual items.

The budget justification is included in the online proposal form. It is separate from the Excel budget form you will upload to your project proposal on the AEIF application. In the budget justification, explain how each line item in each category (including both AEIF funds and cost share) is necessary for your project. Double check that your numbers in the narrative match those in the Excel budget form!

How do I submit my budget form?

In Fluid Review, teams must select the "AEIF Budget Form" link to download the Excel budget spreadsheet. **Please only use this form.** Enter all the budget details on the form, save it on your computer, and upload it to your proposal. You may wish to include a description of the project in your file name; for example, "Community Based Radio Project.xlsx."



The screenshot shows a web interface for downloading and uploading the AEIF Budget Form. At the top, it says "Please download the [AEIF Budget Form](#) to enter budget details." Below this, it says "Once you have completed the form, please upload it below." There is a note: "Ensure that the file type is an .xls". A file upload area contains a "Choose File" button and the text "No file chosen". At the bottom right, there are three buttons: "Back", "Save & Continue Editing", and "Save & Exit".

Annotations in the image:

- A red box with the text "Select to download budget form" has an arrow pointing to the "AEIF Budget Form" link.
- A red box with the text "Upload completed budget form here" has an arrow pointing to the "Choose File" button.

To add additional rows to the budget:

On a **PC**, right-click on the number axis (row **24** in the example below) and select 'Insert.' Click on the new cell in Column E, then **Ctrl+D** to add the formula so your new amount will be reflected in the subtotal and the overall total.

Alumni Engagement Innovation Fund									
Country(ies): (enter below)				Project title: (enter below)					
Alumniland				Exchangeville Community Based Radio (ECBR)					
Note: To insert a row under Activity/Item Description, see the "How to Add a Row in the Budget Form" section in Guide to the AEIF Budget Form				Total AEIF Funds:		Total Cost Share:			
				\$ 18,486.50		\$13,050.00			
Activity/Item Description				AEIF Funds Requested			Cost Share		
				Cost (\$USD)	Quantity	Total (\$USD)	Cost (\$USD)	Quantity	Total (\$USD)
1 Venue costs									
1.1	Facility Rental (Recording/Broadcast Studio @ \$750 per month for 6 months)			\$ 750.00	3	\$ 2,250.00	\$ 750.00	3	\$ 2,250.00
1.2						\$ -			\$ -
1.3						\$ -			\$ -
1.4						\$ -			\$ -
1.5						\$ -			\$ -
1.6						\$ -			\$ -
Subtotal						\$ 2,250.00			\$ 2,250.00
2.5 Additional Items									
				\$ 0.15	250	\$ 37.50			\$ -
				\$ 0.08	5000	\$ 400.00			\$ -
	placements @ \$67 per placement for			\$ 0.11	2500	\$ 275.00			\$ -
				\$ 402.00	6	\$ 2,412.00			\$ -
	2 placements @ \$147 per placement			\$ 882.00	2	\$ 1,764.00			\$ -
						\$ -			\$ -
						\$ -			\$ -
						\$ -			\$ -
						\$ -			\$ -
Subtotal						\$ 4,888.50			\$ -

To add rows on a **Mac**, at the top of the page click Insert and then “Insert Rows.” Once you have inserted a new row, click on the bottom right corner of the cell above until you see a plus sign +. Drag the corner down into the new cell so the formula transfers, and your new amount is reflected in the subtotal and the overall total.

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Country(ies): (enter below)			Project title: (enter below)					
AlumniLand			Exchangeville Community Based Radio (ECBR)					
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1.3					\$ -			\$ -
1.4					\$ -			\$ -
1.5					\$ -			\$ -
1.6					\$ -			\$ -
1.7					\$ -			\$ -
1.8					\$ -			\$ -
1.9					\$ -			\$ -
Subtotal					\$ 2,250.00			\$ 2,250.00
2 Promotional Items								
2.1 Posters			\$ 0.15	250	\$ 37.50			\$ -
2.2 Handbills			\$ 0.08	5000	\$ 400.00			\$ -
2.3 Stickers			\$ 0.11	2500	\$ 275.00			\$ -
Unipoles (6 placements @ \$67 per placement for 6 months)								\$ -
2.4			\$ 402.00	6	\$ 2,412.00			\$ -
2.5 Billboards (2 placements @ \$147 per placement for 6 months)			\$ 882.00	2	\$ 1,764.00			\$ -
2.6					\$ -			\$ -
2.7					\$ -			\$ -
2.8					\$ -			\$ -
2.9					\$ -			\$ -
Subtotal					\$ 4,888.50			\$ -
3 Meals & Beverage (relevant to activity)								
Refreshments for focus Group Discussion(s)								\$ -
3.1 (juice/crackers)			\$ 5.00	30	\$ 150.00			\$ -
3.2 Lunch Stipend for survey/evaluation teams			\$ 12.00	50	\$ 600.00			\$ -
3.3					\$ -			\$ -
3.4					\$ -			\$ -
3.5					\$ -	\$ -		\$ -
3.6					\$ -			\$ -
3.7					\$ -			\$ -
3.8					\$ -			\$ -