

Project Title :		GRANT	COST SHARE
		A	B
CATEGORIES	BRIEF ITEM DESCRIPTION (provide more details on next page)	AKHF GRANT	OTHER
<i>Example...</i>	<i>Transcription services \$10/hr x 10 hrs.</i>	\$100	
1. PERSONNEL			
1.1 Salaries and Fringe			
1.2 Contractual Services			
1.3 Consultant's Fees			
1.4 Honoraria			
1.5 Other			
2. TRAVEL			
2.1 Transportation			
2.2 Per Diem (incl housing)			
3.1 Rental			
3.2 Telephone			
3.3 Supplies			
3.4 Equipment			
3.5 Other			
4. PROMOTION			
4.1 Printing			
4.2 Postage			
4.3 Media			
4.4 Other			
5. EVALUATION			
6. OTHER (Specify)			
			TOTALS
7. INDIRECT COST RATE			
7. Indirect cost rate			

Cost Share Funding Details

	Description of Source of Support (Pending/Confirmed?)	CASH	IN-KIND
		B	C
Business/corporate support			
Foundation/non-profit support			
Government support			
Individual donors/ volunteers			
Event admissions/registration fees			
Applicant's own funds			
	TOTALS		
	COST SHARE TOTAL		

Budget Narrative

Project Title _____

Grant Number _____

This is a Word document. Please expand or add additional pages as needed.

PERSONNEL

1.1 Salaries and fringe: description of service and rate, including benefits.

1.2 Contractual Services: description of service, rate, and estimated hours.

1.3 Consultant's Fees: description of service and rate

1.4 Honoraria: describe the number and amount of honoraria provided.

1.5 Other: This section may be used to describe personnel costs not already described.

TRAVEL

2.1 Transportation: Transportation costs. International travel will not be funded, but can be included in cost-share figures.

2.2 Per Diem: The Forum provides per diem funding for food *only* in very rare circumstances.

FACILITIES/OFFICE/EVENT SPACE

3.1 Office Rentals: a description of the equipment or space to be rented

3.2 Telephone: Description of phone or internet service when necessary and appropriate for the project work.

3.3 Supplies: An overview of the kinds of supplies necessary. Supplies need not be itemized, but it should be clear how these supplies relate to the grant project proposal.

3.4 Equipment: an overview of the equipment to be purchased.

3.5 Other: This section may be used to describe facilities/office/event space costs not already described

PROMOTION

4.1 Printing: A description of what is to be printed, how many, and for what purpose.

4.2 Shipping & Postage: Items to be shipped/mailed and by what means (e.g., UPS, Fedex, courier).

4.3 Media: Media costs including purchase of licenses and the creation of non-print media such as CDs, DVDs, etc.

4.4 Other: Any other costs associated with the promotion, distribution, or archiving

EVALUATION

5. Evaluation: evaluation should not exceed 5% of the total project budget

OTHER

6. Other: In your budget narrative, please provide as much detail as possible about any funds requested using this line item.

INDIRECT COST RATE

7. Indirect cost rate: An indirect cost rate of 10% de minimis applies for overhead operating expenses, unless the organization has an alternative pre-approved federal indirect rate and can provide documentation.