

Sample Grant Budget *(For a Clinic Outreach Program in Ten Villages)*

Requested Amount: *

Please round to the nearest 100. For example: \$9,925= \$9,900 OR \$9,955= \$10,000. The *amount awarded* might be less than the *amount requested*. Maximum Amount – \$25,000/ Minimum – \$5,000.

~~24,357~~ 24,400

PURPOSE: *

List the general budget items/services you plan to purchase with the grant funds.

Samples: food, educational materials, school supplies, computer equipment (*including scanner, printer, and projector*), furniture, program materials, printing costs, office expenses, agricultural supplies, tools, playground equipment, transportation (*includes fuel, repair, and maintenance*), medicine, medical supplies/equipment, counseling fees, water purification system, solar power system, labor costs, etc.

medical equipment, medicine, counseling fees, educational materials, computer equipment, and food

Provide an itemized budget for the funds you request, listing the cost of each item/service you plan to purchase.

- All amounts must be listed in U.S. Dollars. Obtain accurate and reliable currency data from the [XE Currency Converter](#).
- Please enter amounts rounded to the nearest whole dollar.
- DO NOT include any items that are on the [HFS List of Restrictions](#). (*Click on the link to review the whole list*).

SAMPLES OF GOOD AND BAD GRANT BUDGET ITEMS

List items/services you plan to purchase with the grant funds. Make sure they are not on the [HFS Restrictions List](#).

Avoid being too vague. You may use general categories with a brief list of examples as shown below.

| Project Items: | Quantity: | Cost in US Dollars: |
|--|-----------|---------------------|
| ✓ Medical Equipment (stethoscopes, blood pressure kits, otoscopes, etc.) | 50 | \$3,400 |
| ✓ Cardiac Machine (<i>Attach document (estimate/proforma) verifying cost of one item over \$1,000</i>) | 1 | \$2,600 |
| ✗ Staff Salaries/Stipends—(Restriction) | 7 | 0 |
| ✗ Medical Camp Expenses—(Too Vague) | 10 | 0 |
| ✓ Educational Materials (books, printouts, stationery, pens, etc.) | 2500 | \$7,000 |
| ✓ Computer Equipment (<i>Attach Supplemental form: Ambulance, Computer, Solar, & Water</i>) | 8 | \$3,500 |
| ✗ Renovation of clinic—(Restriction) | 1 | 0 |
| ✗ Training Expenses / Health Education Workshop—(Too Vague) | 10 | 0 |
| ✓ Training Expenses for health caregivers (printing costs, food, transportation, incentives , etc.) | 10 | \$2,000 |
| ✓ Health Education Workshop for villagers (printing costs, food, transportation, incentives , etc.) | 10 | \$2,000 |
| ✗ School Fees / Tuition of village children—(Restriction) | 15 | 0 |
| ✗ Harvest Seasonal Farm Work—(Restriction) | 7 | 0 |

Total Budget: * (Must equal Requested Amount)

\$24,400