

GRANT BUDGET

I. REQUESTED AMOUNT:

A. All amounts must be listed in U.S. Dollars. Obtain accurate and reliable currency data from the XE Currency Converter: <https://www.xe.com/currencyconverter/>

C. Round to the nearest 100.

(For example: \$9,925 = \$9,900 OR \$9,955 = \$10,000.)

1. Maximum Requested Amount – \$25,000
2. Minimum Requested Amount – \$5,000.
3. The Amount awarded might be less than the Amount requested.

II. PURPOSE

A. List the budget category for the items/services you plan to purchase with the grant funds.

1. Samples of Correct Purpose Category: food, school supplies, medicine, medical equipment, water purification system, solar power system, labor costs, etc.
2. Samples of Incorrect Purpose Category: Chicken, rice, pens, paper, Advil, Aspirin, etc.

III. BUDGET

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

1. **Do not add commas and dollar signs. These symbols prevent the amounts from adding up correctly.**
2. All amounts must be listed in U.S. Dollars.
3. Please enter amounts rounded to the nearest whole dollar.
4. DO NOT include any items that are on the HFS **List of Restrictions**. (Click on the link to review the whole list).
5. Avoid being vague. Applicants must be very clear to help HFS discern if an item is on the Restriction List. You may use general categories such as vocational training but must add a brief list of items/services provided to avoid delays. Any unclear item require

V. SEE SAMPLE OF CORRECT AND INCORRECT GRANT BUDGET ITEMS ON THE NEXT PAGE

SAMPLE GRANT BUDGET

(For a Clinic Outreach Program in Ten Villages)

Purpose: Incorrect: **chicken, rice, carrots, Advil, Aspirin, pens, paper, etc.** (too much detail)
Correct: **food, medicine, medical equipment, office supplies, water purification system, solar power system, labor costs, etc.**

IMPORTANT: Do not add commas and dollar signs. These symbols prevent the amounts from adding up correctly.

Project Items:

Quantity Cost in
US Dollars:

Medical Equipment (stethoscopes, blood pressure kits, otoscopes, etc.)	50	3400
✓ Cardiac Machine (<i>Attach document (estimate/proforma) verifying cost of <u>one item over \$1,000</u></i>)	1	8600
✗ Staff Salaries/Stipends—(Restriction)	7	0
Medical Camp Expenses—(Too Vague)	10	0
✓ Educational Materials (books, printouts, stationery, pens, etc.)	2500	1000
✓ Computer Equipment (<i>Attach Supplemental form: <u>Ambulance</u>, <u>Computer</u>, <u>Solar</u>, & <u>Water</u></i>)	8	7400
✗ 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	2000
✓ Health Education Workshop for villagers (printing costs, food, transportation, incentives , etc.)	10	2000
✗ School Fees / Tuition of village children—(Restriction)	15	0
✗ Harvest Seasonal Farm Work—(Restriction)	7	0

Total Budget: * (Must equal Requested Amount)

\$24,400