



Guide to the AEIF Budget Form and Budget Justification

The project proposal must be supported by a detailed budget. The deadline for all teams to submit a detailed budget form and a budget justification is **14:00 EST (i.e. New York, USA) on Thursday, February, 28, 2019**. Items valued at \$200 or more must be itemized on the form. The budget must be in U.S. dollars and a unit cost breakdown should be provided wherever possible. Costs should be reasonable. See guidance below for effectively outlining and explaining your proposed budget. You can find the downloadable budget template and an instructional video on the AEIF Helpdesk should you need any additional information and guidance about submitting your proposal and budget.

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 increase knowledge about the AEIF project among a broader audience. 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 strongly justified. What happens to the website after the project? Who maintains it? Is there a better way to promote your project?</p>

<p>3. Meals & Beverages</p>	<p>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.</p>
<p>4. Speaker Honorarium or Trainer Fees</p>	<p>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.</p>
<p>5. Lodging and per diem</p>	<p>In this section, provide the costs for allowances including meals (“per diem”) and lodging. Be sure to explain if lodging is single or double occupancy and the duration of stay.</p>
<p>6. Travel</p>	<p>Describe in-country and intraregional airfare 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.</p>
<p>7. Supplies, Materials, and Equipment</p>	<p>Supplies may 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). It is best to rent equipment rather than purchase it. If you must purchase equipment, 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?</p>
<p>8. Other</p>	<p>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. For example, what will admin include? Why is it important? In terms of monitoring and evaluation, what will be monitored and evaluated? When? By whom? Provide relevant details for any reports that will be issued.</p>

What 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.

What 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 cost share?

Cost share are funds and/or services provided by sources other than the funds requested from the AEIF competition. *We highly encourage your AEIF proposal include cost shared items.*

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).

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

The budget narrative isn't simply copy/pasting information from the budget form. It is a narrative that explains the budget: who, what, when, where, and why. A good justification helps the reviewer understand if the proposed costs are reasonable and how your budget relates to the proposal activities. It explains how each line item in each category (including both AEIF funds and cost share) is necessary for your project. You will also want to explain any unusual items.

Please note that the budget and budget justification are in two different locations of the Fluid Review application. **The budget justification is typed into the online proposal form.** Separately, the Excel budget spreadsheet is uploaded to the project proposal. Double check that your numbers in the narrative match those in the Excel budget form!

How do I submit my budget form?

After preparing the budget in the Excel budget form, you will upload it to the project proposal. In Fluid Review, you must select the “AEIF Budget Form” link to upload your Excel budget spreadsheet. You may wish to include a description of the project in your file name; for example, “Community Based Radio Project.xlsx.” **Please only use the Excel template (do not design your own budget spreadsheet).**