

# ALUMNI ENGAGEMENT INNOVATION FUND 2017



## Guide to the AEIF Budget Form

### Detailed Budget

The deadline for all teams to submit a detailed budget form is 12:00 pm Eastern U.S. Time on Thursday, March 30, 2017. Items valued at \$200 or more must be itemized on the form. The budget form must be in U.S. dollars and unit cost breakdown should be provided wherever possible. See below for an example budget form.

### How do I submit a Budget Form?

In FluidReview, teams must select the “AEIF 2017 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 the 'Alumni Engagement Innovation Fund (AEIF) US Department of State' application form. It includes a 'Fill out your application form' section with a 'See' button. Below this is the 'Alumni Engagement Innovation Fund 2017 Proposal Form' section, which is currently disabled (indicated by a greyed-out green bar). The form contains several input fields for social media links (Website, Facebook, Twitter, Instagram, Youtube, Other) and a 'Total funding requested' field. A red box with an arrow points to the 'Total funding requested' field, containing the text 'Select to download budget form'. Another red box with an arrow points to the 'Choose File' button, containing the text 'Upload completed budget form here'. The 'Continue Editing' and 'Save & Exit' buttons are visible at the bottom right.

## What do the categories on the budget form mean?

1. <b>Venue Costs</b>	Look for donated space first (American Space, embassy conference room, university, etc.). If not possible, costs should be reasonable based on the local environment. Try to negotiate deals to include coffee breaks, lunch, presentation equipment, or modest supplies.
2. <b>Promotional Items and Advertising</b>	These items aim to amplify the AEIF project to larger or targeted audiences. All requests should be reasonable and relevant to the program, and the mission's alumni network and the positive contributions made by the alumni.
3. <b>Meals &amp; Beverages</b>	Reasonable request for snacks, non-alcoholic beverages, and meals if essential to the program (i.e. working lunch is acceptable but a cocktail reception is not).
4. <b>Speaker Honorarium or Trainer Fees</b>	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.
5. <b>Lodging and per diem</b>	In-country and intraregional air fare, per diem rates, hotel costs, and local travel costs (via car, bus, train, etc.).
6. <b>Travel</b>	In-country and intraregional air fare or local travel costs (via car, bus, train, etc.). Please specify the mode of transportation and whether it is round trip or one way.
7. <b>Supplies, Materials, and Equipment</b>	Rent rather than purchase where possible. Supplies would include general office supplies, computer software, consumable automotive supplies (i.e. gas), small equipment such as laptops, projector, etc.; and expendable material (i.e. paint or paper).
8. <b>Other</b>	Other items that do not apply to the categories above.

## 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 Share items on the budget form; proposals with Cost Share items will be considered more competitive.

### Examples of items that can be included in the Cost Share portion of the budget form:

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

## Example #1 of Budget Form

	A	B	C	D	E	F	G	H
1	<b>Alumni Engagement Innovation Fund 2017</b>							
2	Country(ies): (enter below)		Project title: (enter below)					
3	Alumniiland		Exchangeville Community Based Radio (ECBR)					
4	<i>Note:</i> To insert a row under Activity/Item Description, see the "How to Add a Row in the Budget Form" section in <b>Guide to the AEIF Budget Form</b>		Total AEIF Funds:		\$ 27,335.50	Total Cost Share:		\$12,602.00
5	Activity/Item Description		AEIF Funds Requested			Cost Share		
6			Cost (\$USD)	Quantity	Total (\$USD)	Cost (\$USD)	Quantity	Total (\$USD)
7	<b>3 Meals &amp; Beverage (relevant to activity)</b>							
30	3.1	Less clear: lunch for seminar	\$3,000.00	1	\$ 3,000.00			\$ -
31	3.2	More clear: 2 working lunches at hotel for 100 people (\$15/person)	\$ 30.00	100	\$ 3,000.00			\$ -
32	3.3				\$ -			\$ -
33	3.4				\$ -			\$ -
34	3.5				\$ -			\$ -
35	3.6				\$ -			\$ -
36	3.7				\$ -			\$ -
37	3.8				\$ -			\$ -
38	3.9				\$ -			\$ -
39		Subtotal			\$ 6,000.00			\$ -
40	<b>4 Speaker Fees (must not exceed \$200/day)</b>							
41	4.1	Less clear: trainer fee	\$ 480.00	1	\$ 480.00			\$ -
42	4.2	More clear: fee for one trainer (\$20/hr for 6 hours/day, 4 day training seminar)	\$ 20.00	24	\$ 480.00			\$ -
43	4.3				\$ -			\$ -
44	4.4				\$ -			\$ -
45	4.5				\$ -			\$ -
46	4.6				\$ -			\$ -
47	4.7				\$ -			\$ -
48	4.8				\$ -			\$ -
49	4.9				\$ -			\$ -
50		Subtotal			\$ 960.00			\$ -
51	<b>5 Lodging &amp; Per Diem</b>							
52	5.1	Less clear: hotel (\$70/night) for 10 people, 3 nights	\$ 210.00	10	\$ 2,100.00			\$ -
53	5.2	More clear: per diem \$50/day for 10 people, 3 days	\$ 150.00	10	\$ 1,500.00			\$ -
54	5.3				\$ -			\$ -
55	5.4				\$ -			\$ -
56	5.5				\$ -			\$ -
57	5.6				\$ -			\$ -
58	5.7				\$ -			\$ -
59	5.8				\$ -			\$ -
60	5.9				\$ -			\$ -
61		Subtotal			\$ 3,600.00			\$ -
62								

Example #2 of Budget Form

	A	B	C	D	E	F	G	H
1	<b>Alumni Engagement Innovation Fund 2017</b>							
2								
3	Country(ies): (enter below)		Project title: (enter below)					
4	AlumniLand		Exchangeville Community Based Radio (ECBR)					
5	<i>Note:</i> To insert a row under Activity/Item Description, see the "How to Add a Row in the Budget Form" section in <b>Guide to the AEIF Budget Form</b>		Total AEIF Funds:		\$ 18,560.00	Total Cost Share:		\$2,600.00
6			AEIF Funds Requested			Cost Share		
7	Activity/Item Description		Cost (\$USD)	Quantity	Total (\$USD)	Cost (\$USD)	Quantity	Total (\$USD)
63	6	Travel						
64	6.1	Less clear: Bus and airfare	\$4,000.00	1	\$ 4,000.00			\$ -
65	6.2	More clear: roundtrip bus travel from X to Y for 20 people	\$ 50.00	20	\$ 1,000.00			\$ -
66	6.3	airfare for 15 people (\$175 roundtrip)	\$ 175.00	15	\$ 2,625.00			\$ -
67	6.4	taxi to/from airport (\$25/person)	\$ 25.00	15	\$ 375.00			\$ -
68	6.5				\$ -			\$ -
69	6.6				\$ -			\$ -
70	6.7				\$ -			\$ -
71	6.8				\$ -			\$ -
72	6.9				\$ -			\$ -
73		Subtotal			\$ 8,000.00			\$ -
74	7	Supplies, Materials, and Equipment						
75	7.1	Less clear: supplies for 4 seminar			\$ -	\$ 1,300.00	1	\$ 1,300.00
76	7.2	More clear: Banners for 4 awareness campaign events (design and print)				\$ 150.00	4	\$ 600.00
77	7.3	Pens (\$1 each); Notepads (\$2 each); folders (\$1 each); nametags (0.50 each)			\$ -	\$ 4.50	100	\$ 450.00
78	7.4	Printing booklets for seminars			\$ -	\$ 2.50	100	\$ 250.00
79	7.5				\$ -			\$ -
80	7.6				\$ -			\$ -
81	7.7				\$ -			\$ -
82	7.8				\$ -			\$ -
83	7.9				\$ -			\$ -
84		Subtotal			\$ -			\$ 2,600.00
92	Project Costs (\$USD)				\$ 18,560.00			\$2,600.00
93	Overall Total Project Costs				\$	21,160.00		

## To add additional Rows to the budget:

On a **PC**, right-click on the number axis (17 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 2016						
Country(ies): (enter below)			Project title: (enter below)			
Alummland			Environmental Awareness Campaign			
Total AEIF Funds:			\$ 20,560.00	Total Cost Share:		\$4,300.00
AEIF Funds Requested			Cost Share			
Activity/Item Description	Cost (\$USD)	Quantity	Total (\$USD)	Cost (\$USD)	Quantity	Total (\$USD)
<b>1 Venue costs</b>						
1.1 Less clear: conference room	\$ 1,000.00	1	\$ 1,000.00			\$ -
1.2 More clear: conference room at hotel (2 days for 50 people, includes: microphone, projector, speakers, podium, 5 flip charts, coffee break and bottled water)	\$ 1,000.00	1	\$ 1,000.00			\$ -
1.3			\$ -			\$ -
1.4			\$ -			\$ -
Subtotal			\$ 2,000.00			\$ -
<b>2 Promotional Items</b>						
			\$ -	\$ 800.00	1	\$ 800.00
			\$ -	\$ 0.50	1600	\$ 800.00
Subtotal			\$ -			\$ 1,600.00
<b>3 Seminar Costs</b>						
3.1 (relevant to activity) for seminar	\$ 3,000.00	1	\$ 3,000.00			\$ -
3.2 parking lunches at hotel for person)	\$ 30.00	100	\$ 3,000.00			\$ -
3.3			\$ -			\$ -
Subtotal			\$ 6,000.00			\$ -
<b>4 Other Costs</b>						
4.1 (not exceed \$200/day) air fare	480	1	\$ 480.00			\$ -
4.2 for one trainer (\$20/hr for 24 hr training seminar)	\$ 20.00	24	\$ 480.00			\$ -
4.3			\$ -			\$ -
Subtotal			\$ 960.00			\$ -

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.

Alumni Engagement Innovation Fund 2017								
Country(ies): (enter below)			Project title: (enter below)					
AlumniLand			Exchangeville Community Based Radio (ECBR)					
<small>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</small>			Total AEIF Funds:		\$ 18,658.50	Total Cost Share:		\$12,602.00
Activity/Item Description			AEIF Funds Requested			Cost Share		
			Cost (\$USD)	Quantity	Total (\$USD)	Cost (\$USD)	Quantity	Total (\$USD)
<b>1 Venue costs</b>								
1.1	Facility Rental (Recording/Broadcast Studio @ \$750 per month for 6 months)		\$ 375.00	6	\$ 2,250.00	\$ 375.00	6	\$ 2,250.00
1.2			\$ -		\$ -	\$ -		\$ -
1.3			\$ -		\$ -	\$ -		\$ -
1.4			\$ -		\$ -	\$ -		\$ -
1.5			\$ -		\$ -	\$ -		\$ -
1.6			\$ -		\$ -	\$ -		\$ -
1.7			\$ -		\$ -	\$ -		\$ -
1.8			\$ -		\$ -	\$ -		\$ -
1.9			\$ -		\$ -	\$ -		\$ -
Subtotal			\$ 2,250.00		\$ 2,250.00	\$ 2,250.00		\$ 2,250.00
<b>2 Promotional Items</b>								
2.1	Posters		\$ 0.15	250	\$ 37.50			\$ -
2.2	Handbills		\$ 0.08	5000	\$ 400.00			\$ -
2.3	Stickers		\$ 0.11	2500	\$ 275.00			\$ -
2.4	Unipoles (6 placements @ \$67 per placement for 6 months)		\$ 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		\$ 4,888.50			\$ -
<b>3 Meals &amp; Beverage (relevant to activity)</b>								
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	45	\$ 540.00			\$ -
3.3				45	\$ 45.00			\$ -
3.4			\$ -		\$ -			\$ -
3.5			\$ -		\$ -			\$ -
3.6			\$ -		\$ -			\$ -
3.7			\$ -		\$ -			\$ -
3.8			\$ -		\$ -			\$ -