



U.S. EMBASSY MASERU PUBLIC AFFAIRS GRANTS PROGRAM

BUDGET APPENDIX

Budget Guidelines

1. Grants sizes should be between 4,000M-40,000M.
2. Budgets must be submitted in Maluti.
3. We will consider travel expenses for in-country travel that is integral to the project; however, travel should not be the majority of the project's funding.
4. Please provide budget narratives as requested under each expense category.
5. Cost sharing is not a requirement, but will be viewed favorably. Please note that any cost sharing must be explicitly stated in the detailed budget, and must be accounted for during the project.
6. Budget items that are **NOT** acceptable for this application include:
 - Miscellaneous expenses. Every item has to be listed.
 - Representational costs. (Food and drinks for banquets or luncheons).
 - Salaries.
7. Please provide the nearest estimate of costs if exact costs are not available.



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Budget Summary

Budget Categories	Amount (U.S. Dollars)
	Exchange Rate:
1. Supplies	
2. Other Direct Costs	
3. Travel	
4. Total Costs (lines 1 – 3)	
5. Cost Sharing (monetary and in-kind)	
6. Total Amount Requested (subtract line 5 from line 4)	



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Line Item 2 – Other Direct Costs

Type of Cost / Item Description	Purpose	Unit Price	Calculation (Price x Quantity)	Total Amount
Total Direct Costs Expenses				

Budget Narrative:

Provide a thorough explanation of any additional costs. These are the costs related to Direct Costs that are needed to run the project. Explain how these costs are necessary to the success of the project. Use additional pages if necessary.



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Line Item 4 – Cost Sharing (monetary or in-kind)

Name of Donor	Description of Donation (if in-kind please describe)	Value (\$)
	Total Cost Sharing	

Budget Narrative:

Provide an explanation of the monetary and in-kind contributions that that you or another donor has agreed to donate to this project. Examples of in-kind donations include meeting space or refreshments. Use additional pages if necessary. Any items included in cost share should also be listed under the appropriate section in budget categories 1-3.