

## MEPI Local Grants Budget Template

Budget Categories	Detailed Description	Amount Requested from MEPI	Cost-Share Amount	Total Project Amount
<b>1. Personnel</b>				
<i>1.1 Position, Name</i>				
...	...			
<b>2. Fringe Benefits</b>				
<i>2.1 Position, Name</i>				
...				
<b>3. Travel</b>				
<i>3.1 Airfare</i>				
...				
<b>4. Equipment (more than \$5000/unit)</b>				
<i>4.1 Equipment Item</i>				
...				
<b>5. Supplies</b>				
<i>5.1 Supplies Item</i>				
...				
<b>6. Contractual</b>				
...				
<b>8. Other Direct Costs</b>				
<i>8.1 Conference room rental</i>				
...				
<b>9. Total Direct Costs (lines 1-8)</b>				
<b>10. Indirect Costs* (reflect provisional, pre-determined rate and allocation base)</b>				
<b>11. Total Costs (lines 9-10)</b>				

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## **Notes:**

### **General Guidance**

Budget should be presented in U.S. dollars, rounded to the nearest dollar.

Funding should not duplicate on-going activities.

The use of "**miscellaneous expenses**" or any similar term as a budget item is unacceptable.

All costs are subject to prior approval from the Grants Officer.

Cost-sharing (salaries, volunteer time, rent, utilities, equipment etc.) is strongly encouraged. Applicants will be expected to document cost-sharing arrangements.

### **Personnel**

Compensation in reasonable amounts can be paid to project's key personnel for the portion of their time devoted to the work in the project. Compensation levels should be no higher than other local salaries (where appropriate), and should include all taxes. It is expected that other projects implemented by the organization contribute to their personnel salaries.

### **Fringe Benefits**

Fringe benefits should be supported by documentation such as human resources policies and procedures manuals.

### **Travel**

Anticipated travel costs (local and international) should be itemized.

Travel costs should not be for First or Business Class airfare and must be in compliance with US Government Travel

### **Equipment**

If requested, for equipment and/or services over \$2,500, three pro-forma estimates from the service or equipment vendor should be attached. Purchase of equipment should be well justified. Equipment should not exceed 20% of the total grant request.

### **Supplies**

Desktop and laptop computers, printers, photocopy machines, fax machines and other office equipment are considered supplies.

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## **Contractual**

Professional services should not exceed local rates or \$500/day, whichever is lower.

It is required to stipulate the # of days the consultant is expected to work.

## **Other Direct Costs**

MEPI funds should not be used for food or entertainment expenses. However, when considering a full day activity, if coffee breaks or working lunches for participants are an integral part of the overall project and funding is not available from other sources, these costs may be covered up to a maximum of 15% of the total award amount. Meals may not Entertainment costs (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours) are not allowable expenses.

## **Indirect Costs**

Only organizations that have a negotiated indirect cost rate agreement - NICRA - are eligible to charge indirect costs to the project.