

U.S. Embassy Stockholm Grant Request Budget Form

IMPORTANT NOTES:

1. **Catering:** Grant funds may generally not be used to cover food and refreshment costs. Incidental catering cost of no more than 5% of the total project costs associated with a central element, such as a conference, can be considered and should be listed in the budget.
2. **Cost Sharing:** Contribution to total project cost by the requesting party is a significant factor in evaluation of grant requests. It is important to specify the amount and type of cost sharing, which may include the market cost of free use of venue space, salaries and overhead assumed by the requestor, payment for a reception or other hospitality in association with the event or contributions in any other cost area as indicated below.
3. **Equipment Purchase:** All items to be purchased with Embassy grant funds and retained by the requestor valued over USD100.00 must be itemized & described, for example: describe and enumerate "*Equipment*" as "*2 x Computer*" or "*Materials*" as "*10 x Notebooks*", etc.

Project Title:	Totals:	
	Cost of Project	
	Total Requested from Embassy	
	Total Cost Sharing	

Categories of Cost

Equipment Rental, Venue Rental, Salaries, Travel, Accommodation, Per Diem, Materials, Speaker/Artist Honorarium or Fees, Equipment Purchase, Catering and/or Meals, Organizational Overhead, and Other

Itemized Budget (Swedish Crowns)

Item #	Category of Cost (choose from list above)	Item Description	Cost of Item (SEK)	Amount Requested From Embassy Funds (SEK)	Amount Being Cost-Shared (SEK)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					