****

Budget Justification

### *Please use the Budget Justification Form to describe all proposed AHW project expenses in detail. All applicants must complete the Community Partner Budget Justification and Total Project Budget Justification below.*

### *Please refer to the Call for Applications, proposal instructions, and the Budget Instructions (Tab 1) in the Budget Workbook for additional instructions to complete this form and view a complete list of* [*Allowable and Unallowable Costs*](https://info.ahwendowment.org/allowable-and-unallowable-costs) *on the AHW website.*

# Community Partner Budget Justification

### *The following sections should reflect the primary community partner’s project-specific budget expenses. These expenses must be reflected in the Community Partner Budget (tab 2 of the Excel Budget Workbook).*

### Community Partner Personnel

*Personnel salary support must be justified. Only include employees of the primary community partner organization in the personnel section. For each community partner personnel listed in the Budget Workbook, describe their roles and responsibilities on the proposed project in this section. If project personnel have effort that is planned to fluctuate over the course of the project, indicate the percent effort during each portion of the project and explain the reason for the fluctuation. Ex. 10%/5%/15%. Salaries cannot exceed the capped NIH amount*.

### Community Partner Supplies/Services

*Itemize by type of supplies expense and describe all supplies and services listed in the Budget Workbook.* *Supplies include expenses such as, but not limited to, registration fees, meeting expenses, consultants, user fees, and mileage. Please provide your methodology for the expense when applicable (e.g., $1,000 is need for a consultant at $50/hour for 20 hours; $25 gift card/each participant for 3 focus groups with 25 participants each; mileage will be charged at the current IRS mileage rate).*

### Community Partner Equipment

*Itemize and justify. Please note that the singular equipment item must cost greater than $5,000 to be considered equipment. Only those equipment items exceeding $5,000 should be listed in this section. Items less than $5,000 should be specified under project supplies/services.*

### Community Partner Subcontracts

*Specify by subcontractor and purpose*.

### Community Partner Travel

*Specify by travel destination and purpose*. *Include expenses such as, but not limited to, hotel, airfare, per diem, etc. Registration fees and mileage should be budgeted in the Supplies/Services section.*

# Total Project Budget Justification

### *The following sections should reflect all MCW project-specific budget expenses identified in the Total Project Budget (tab 3 of the Excel Budget Workbook).*

### MCW Personnel

*Personnel salary support must be justified. Only include employees of MCW in the personnel section. For each MCW personnel listed in the Budget Workbook, describe their roles and responsibilities on the proposed project in this section. If project personnel have effort that is planned to fluctuate over the course of the project, indicate the percent effort during each portion of the project and explain the reason for the fluctuation. Ex. 10%/5%/15%. Salaries cannot exceed the capped NIH amount*.

### MCW Supplies/Services

*Itemize by type of supplies expense and describe all supplies and services listed in the Budget Workbook. Supplies include expenses such as, but not limited to, registration fees, meeting expenses, consultants, user fees, and mileage. Please provide your methodology for the expense when applicable (e.g., $1,000 is need for a consultant at $50/hour for 20 hours; $25 gift card/each participant for 3 focus groups with 25 participants each; mileage will be charged at the current IRS mileage rate).*

### MCW Equipment

*Itemize and justify. Please note that the singular equipment item must cost greater than $5,000 to be considered equipment. Only those equipment items exceeding $5,000 should be listed in this section. Items less than $5,000 should be specified under project supplies/services.*

### Subcontract (Community Partner Budget)

*State the primary community partner organization.*

### MCW Travel

*Specify by travel destination and purpose*. *Include expenses such as, but not limited to, hotel, airfare, per diem, etc. Registration fees and mileage should be budgeted in the Supplies/Services section.*