Budget Guidelines

These budget guidelines were established by the Office of Alumni Affairs for the Alumni Engagement Innovation Fund competition and include directions on cost categories, allowable costs, and how to apply them reasonably in support of project goals and objectives.

Contractual	Cost Categories:	Guidance:
	Venues	**Venue:** You may rent space for project-related activities such as workshops or other training activities. However, look for donated space first. Consider reaching out to your Alumni Coordinator to see if you may be able to reserve space at a U.S. Embassy/Consulate facility or an American Space. Universities or educational institutions also often donate space. If donated space is not possible, costs should be reasonable based on the local environment. Consider trying to negotiate deals to include coffee breaks, lunch, presentation equipment, or modest supplies. In the justification, indicate what is included for the negotiated cost and the length of time covered by the venue rental. **Please provide a detailed description and cost break-out in the budget justification section.**
	Meals & Beverages	**Meals & Beverages:** You may include reasonable requests for snacks, non-alcoholic beverages, and meals if essential to the program (i.e. a working lunch is acceptable but a cocktail reception is not). Break down meals by the cost per person per meal. **Please provide a detailed description and cost break-out in the budget justification section.**
	Speakers & Trainers	**Speaker & Trainer fees should not exceed 30% of your total requested budget.** **Speaker:** Maximum of $250 per day for full day of programming. **Trainer:** Maximum of $250 per full day or $30 per hour not to exceed the daily maximum of $250. Associated preparation and follow-up costs are acceptable and should be itemized at the same rate. Consider asking your fellow alumni with expertise to cost-share speaker/training fees. Reach out to your alumni coordinator if you are seeking a certain area of expertise. They may be able to suggest a fellow alumni. **Please provide a detailed description and cost break-out in the budget justification section.**
	Project Management	**Project management fees should not exceed 15% of your total requested budget.** **Project management:** Alumni or an outside implementing organizations can request a project management fee to cover project coordination and overhead costs. Cost construction for project management should not be on a hourly salary basis but rather a monthly honorarium fee and be reasonable within the country context. Cost-sharing is highly encouraged. **Please provide a detailed description and cost break-out in the budget justification section.**
	Advertising (if person/company contracted)	

Supplies	Cost Categories:	Guidance:
	Promotional Items	Supplies include general office supplies, computer software, consumable automotive supplies (i.e. fuel), expendable supplies (i.e. paint or paper). It also includes promotional items needed to raise the visibility of your project. **Please provide a detailed description and cost break-out in the budget justification section.**
	Advertising (if supplies needed for advertising such a subscription to a software, printing papers, flyers etc.)	

Travel/Lodging/Per Diem	Cost Categories:	Guidance:
	Air & Ground travel	**Travel expenses (air, ground transportation, hotel, per diem) should not exceed 15% of the requested budget. Air & Ground Travel:** Describe travel costs (via car, bus, train, plane etc.) required for actual implementation of the project. For example, is the person traveling to execute a training workshop? Please specify the mode of transportation, who will travel, the destination/arrival points, and if the cost covers round-trip or one-way travel. Please consider the most economical way. Can you take a train/bus instead of traveling by air? For air travel, research the most economical route (i.e. economy fare). The AEIF does not support travel in business class or higher. **Please provide a detailed description and cost break-out in the budget justification section.** The AEIF only supports travel to and from the United States for U.S. citizen alumni with proper justification why this travel will be instrumental to the success of the project.
	Hotels & Per Diem	**Hotels & Per Diem:** List per diem rates and hotel costs which directly support the implementation for your project such as lodging for a speaker or trainer to conduct a session away from the main location of your project. Be sure to explain if lodging is single or dual occupancy and the duration of stay. Per diem rates should be calculated according to US government allowable rates (please consult with your U.S. Embassy/Consulate) or be adjusted to local prices if appropriate. **Please provide a detailed description and cost break-out in the budget justification section.**

Equipment	Cost Categories:	Guidance:
	Equipment needed for the implementation of the project	Equipment refers to small equipment such as laptops, projector, video equipment etc. Consider renting equipment versus purchasing equipment. If the purchase of equipment is required or more cost effective, indicate what will happen to the equipment after the project concludes. Will it be donated to a community center to use for follow-up activities? **Please provide a detailed description and cost break-out in the budget justification section.**

Other Direct Costs	Cost Categories:	Guidance:
	Accountant fees	**Accountant:** An accountant fee of up to $500 is allowable to guarantee proper financial management of your funds.
	Banking fees (if applicable)	**Banking fees:** Some countries require banking fees due to local laws and regultions. Those banking fees can be included.
	Monitoring & Evaluation	**Monitoring & Evaluation:** A reasonable fee for monitoring & evaluation for up to $1000 may be included. Please provide information on what will be monitored and evaluated, when and by whom, and if reports will be issued. **Please provide a detailed description and cost break-out in the budget justification section.**

Costs **NOT** supported by AEIF		
	Staff salaries & office space	
	Large items of durable equipment or construction programs	
	Alcohol, excessive meals, refreshments not integral to the project, or entertainment	
	Any airfare to/from the United States and its territories (except U.S. Citizen alumni in support of AEIF project implementation)	
	Activities that take place in the United States and its territories	
	Academic or scientific research	
	Charitable or development activities	
	Provision of direct social services to a population	
	Individual scholarships	
	Social travel/visits	
	Gifts or prizes	
	Duplication of existing programs	
	Institutional development of an organization	
	Venture capital, for-profit endeavors, or charging a fee for participation in the project	
	Support for specific religious activities	
	Fund-raising campaigns	
	Support or opposition of partisan political activity or lobbying for specific legislation	