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**Ascend at the Aspen Institute**

**Postsecondary Leadership Circle Activation Fund Grants**

**Budget**

This document contains budget category definitions, a budget template, and space to include a budget narrative.

**Budget Category Definitions**

| ***DIRECT COSTS*** | Direct costs are those costs that are uniquely required to achieve the specific outcomes of a grant. |
| --- | --- |
| ***Personnel*** |  |
| ***Salaries and Benefits*** | Salary and benefit expenses for employees of the applicant organization. Costs for project staff who are not employees of the applicant organization should be listed under Consultants. List job titles (not employee names).  |
| ***Non-Personnel*** |   |
| ***Consultants*** | Include individuals or consulting firms who are working on the project/program but are not employees of the applicant organization. Independent contractors are also considered consultants. List by type of service provided (not individual or organization name). |
| ***Travel*** | Includes travel required to implement the project/program, including airfare, mileage, vehicle rental, lodging and meals. Travel costs also include stipends to offset meeting participant travel expenses that are not otherwise listed in the Sub-Grant/Sub-Award or Consultants/Contractors line items. |
| ***Supplies/Equipment/ Technology*** | Includes supplies and office expenses needed for the project/program and that are independent of organization-wide office supplies. Furniture, computers, and related equipment require a description in the narrative section explaining why the equipment is needed for the project. |
| ***Convenings/Meetings*** | Includes costs of putting on trainings, convenings and meetings (room rental, audio visual, food, incentives, childcare, etc.) required to implement the project/program and which have not been already included under Consultants/Contractors nor Sub-Grant/Sub-Award categories.   |
| ***Communications*** | Includes both internal and external communications and outreach related to the project. |
| ***Other Direct Costs*** | Includes any other direct costs needed for the project/program that were not previously covered in other categories, such as expenses to pilot services/supports. Describe these expenses in the narrative and how they will advance the project/program. |
| ***INDIRECT COSTS*** | Indirect costs are those expenses that are necessary for the general operation of an organization and are not specifically identified with a particular project or program and would be incurred regardless of whether the grant is funded. Examples of typical indirect costs are salaries for administrative oversight, finance, legal, rent, utilities, insurance, and maintenance. The funder allows up to 18% of direct costs incurred to be indirect. In this case, indirect costs are calculated by multiplying direct costs by 18%. |

**Budget Template**

Fill out the budget template below using the category definitions provided. Do not add or edit budget categories. This template should only contain dollar amounts. Descriptions will be provided in the space for a budget narrative below the template.

| ***PROJECT EXPENSES*** |  |
| --- | --- |
| ***Salaries and Benefits*** | $0 |
| ***Consultants*** | $0 |
| ***Travel*** | $0 |
| ***Supplies/Equipment/ Technology*** | $0 |
| ***Convenings/Meetings*** | $0 |
| ***Communications*** | $0 |
| ***Other Direct Costs*** | $0 |
| ***TOTAL DIRECT COSTS*** | $0 |
| ***INDIRECT COSTS*** *(up to 18% maximum)* | $0 |
| ***Total Project Expenses*** | $0 |

**Budget Narrative**

Provide a brief narrative description of how funding will be used for each budget category.

| ***PROJECT EXPENSES*** |  |
| --- | --- |
| ***Salaries and Benefits*** |  |
| ***Consultants*** |  |
| ***Travel*** |  |
| ***Supplies/Equipment/ Technology*** |  |
| ***Convenings/Meetings*** |  |
| ***Communications*** |  |
| ***Other Direct Costs*** |  |
| ***INDIRECT COSTS***  |  |