

AFCPE Budget Instructions

In narrative style, state the amount of funding you are requesting from AFCPE and briefly summarize the primary expense categories within your project budget. If the amount of funding requested from AFCPE is different from the total project budget, please explain the difference and specify other funding sources. If more than one funding source is involved, the budget must clearly reflect the line items AFCPE funding will be used for.

When creating the project budget, remember:

- funds must be used for the approved project and no other purposes,
- may not be used retroactively for items or services purchased prior to project approval,
- are not transferable to any other project/bank account without prior written consent from AFCPE, and
- cannot be commingled with other funds of the organization or forfeited to a residual or general fund (if the recipient is an individual, a separate bank account dedicated to the project will need to be created to prevent commingling).

Budget narratives should be kept to one page, if possible. Budget narratives exceeding two pages will not be accepted.

A line-item budget must accompany the budget narrative. Please include the project line-item budget as Attachment B. There is no prescribed format for this attachment.

Eligible and Ineligible Expenses

Funding for the Impact to Insight grant is allocated from the AFCPE Strategic Impact Fund, which adheres to the Code of Federal Regulations (CFR) as it pertains to grant-making. The following list of items and services have been identified as eligible, and ineligible uses according to these guidelines. For budgetary expenses not referenced, please contact grants@afcpe.org for guidance.

Eligible Expenses

- Below is a list of expenses that are eligible to be funded by the Impact to Insight grant:
 - The research team's time (e.g., principal researcher course buy out, graduate assistant compensation).
 - Direct costs related to the research project (e.g., incentives for research participation).
 - Indirect costs up to 15 percent. AFCPE applies the Code of Federal Regulations as it relates to the classification of direct and indirect budget

costs. Although there is no universal rule for classifying certain costs as direct or indirect, AFCPE normally treats administrative and clerical staff salaries as indirect costs unless they meet all of the conditions set forth in CFR Section 200.413.

Ineligible Expenses

The following expenses are **not** eligible to be funded by the Impact to Insight grant:

- Symposium registration, travel, and lodging expenses.
- Expenses not directly related to the funded project, such as salaries of permanent staff or operating and administrative expenses.
- Material and capital costs, such as building and construction; or basic infrastructure and equipment, such as computer hardware and software.
- Lobbying, political contributions or similar activities designed to influence legislation.
- Re-grants or pass-throughs.
- Donations, endowments, challenge grants, matching funds, or sponsorships.
- Direct or matching payments to members of the public.