



## Resident Advocacy Grant

### Guidelines for Developing Your Budget

The following are examples of typical project activities. Also refer to the list of allowable and unallowable expenses that follows these guidelines before preparing your budget.

<b>Typical Activities</b> (This list of activities is not inclusive or exclusive.)	<b>Formula/Cost Range</b> (Budget must include a formula for each line item.)	<b>Maximum Allowance</b>
Project coordination	Hourly rate @ number of hours	\$1,000
Community meetings (eg, meals, beverages, meeting materials)	Up to \$200 per meeting	\$1,200 (Max 12 meetings)
Focus groups for needs assessment	Up to \$100 per meeting	\$1,000 (max 10 meetings)
Design/production of needs assessment survey	\$50/hour maximum @ number of hours	\$1,500
Translation services	Cost per document or hourly rate	\$500
Evaluation/data analysis	\$50/hr maximum @ number of hours	\$1,000
Promotion (flyers, posters, mailings)	Number of documents @ cost each	\$1,000
Staff local project-related travel	Number of miles @ \$.XX/km	\$
Supplies (telephone, photocopying, office supplies)	Itemize	\$500
Grant preparation	\$50/hour maximum @ number of hours	\$2,000 (complete at least 2 proposals)
<b>TOTAL MAXIMUM ALLOWANCE</b>		<b>\$10,000</b>

<b>Allowable Expenses</b>	<b>Unallowable Expenses</b>
Project staff salaries (non physicians only)	Physicians' salaries or fees
Community forums	Capital equipment
Planning meetings	Existing program activities
Consultant fees (non physicians only)	Building/office construction and related activities
Focus group meetings and incentives	Indirect costs, administrative overhead, fringe benefits
Project-related travel	Conference registration fees/support
Evaluation expenses	Professional development programs (educational and training activities)
Grant writing as a minor portion of the budget	Research projects
Telephone	Computer hardware and software
Office supplies/postage	Web site design and/or construction
Pilot and implementation activities	Supplemental funding to previously awarded grants