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Budget Justification

### *Please use this Budget Justification Form to describe all proposed AHW project expenses in detail. The following sections should reflect the learning event host’s project-specific budget expenses reflected in the Project Budget table. Please refer to the Call for Applications for additional details to complete this form.*

### *To ensure that all requested budget items are allowable under AHW guidelines, please view a complete list of Allowable and Unallowable Costs on the* [*AHW website*](https://ahwendowment.org/AHW1/Partner-Portal/HWPP-Documents/AllowableandUnallowableCosts_12419.pdf)*.*

Proposal Information  
Learning Event Title:        
Total AHW Budget Request (not to exceed $5,000): $

### Supplies/Services

*Itemize by categories. Include expenses such as speaker fees, refreshments, venue costs, mileage, etc. Please provide detail for all expenses requested, including an estimated cost-per-unit methodology, as appropriate.*

Total Supplies/Services (must match category total on budget table): $     

### Subcontracts

*List the names of any individuals or organizations that the learning event host will be contracting with, the amounts requested, and payment methodology for each subcontract. Include details regarding the need for and responsibilities of the subcontracted individuals/organizations for the AHW project.*

Total Subcontracts (must match category total on budget table): $     

### Travel

*Specify by travel destination and project-specific purpose*. *Travel expenses include airfare, lodging, transportation, per diem, etc. Mileage and conference registration fees are considered supplies expenses and should not be included in the total Travel costs.*

Total Travel (must match category total on budget table): $