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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 AHW 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)*.*

### *If the total event cost exceeds $5,000, please do not describe additional event costs that will not be supported by AHW funds in this form. Only event-specific expenses for the AHW funding request should be detailed in this form.*

### Supplies/Services

*Itemize by type of supplies expense and describe all supplies and services listed in the Budget Workbook. Include expenses such as speaker fees, refreshments, venue costs, mileage, etc. that AHW funding is specifically requested to support.* *Please provide your methodology for the expense when applicable.*

### Subcontracts

*List the names of any individuals or organizations that the learning event host will be contracting with through the AHW funding request, 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.*

### Travel

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