

Instructions for Reimbursement Budget Worksheet

1. This form focuses on how expenditures associated with “object class categories” are progressing during the life of the grant (refer to the current Budget Information Sheet, SF-424a).

*This is based on “cumulative” totals to date. The totals include both cash and in kind expenditures.

*Actual expenditures paid by the applicant are considered “cash”, such as salaries, fringe, travel and other operating costs.

*Valuation of in-kind must be documented and comparable to market rates for the service rendered. (For example, you can only account for the hourly rate of a house painter even if a lawyer donates time to help paint).

2. If projected expenditures in any object class category budget vary more than 10% of the total project budget (refer to SF-424a), the grant needs to be modified **in advance**. This will require a letter requesting the changes and reasons for the modification. Include a revised SF-424a that reflects the proposed changes. Proposed expenditures of any savings may also be included.

*If the contributions from the partners change or fail to materialize during the life of the grant, you should send us a letter requesting a modification to the grant. **This becomes critical if you are using the other partners to provide required match for the project.**

3. At no time can the grantee expend more than the original grant award.
4. Unless otherwise instructed, up to 80% of the grant award will be reimbursed.
5. The balance will be reimbursed once all final expenditures, reports, and match have been accounted for.
6. *See grant letter concerning required final closeout documentation.*

***Please give us a brief description of your progress.**