

## U.S. Practice to Policy® Health Awards Program Budget Checklist

**Are all the budget requests that you have made permitted within the program?**

Please note that Intercept is unable to offer funding for:

- Capital expenditure
- Core funding grant
- Entertainment

**Have you clearly outlined the staffing of the project?**

Please note that funding will only cover staff-time specifically dedicated to this project and not duplicative of existing staff time.

- If temporary staff is hired and 100% of their time is resourced to the project, it can be included in the budget.
- If part-time staff is contributing to the project, only their hours dedicated to this project that are above and beyond their regular working hours will be covered (i.e., they normally work 4 days/week but planning to work an additional day every week to specifically manage this project).
- If full-time permanent staff will be contributing to the project, it must be clearly documented that time dedicated to this project will be outside of regular working hours (i.e., evenings, weekends).

**Have you provided a justification for every budget item?**

Please provide a comprehensive budget. Be as specific as possible and provide any explanatory notes that you consider to be relevant in the appropriate field on your application form.

**If you have additional sources of funding for your project, have you specified the source and the funding amount you are due to receive?**

If there is more than one source of additional funding, please provide a breakdown and specify which source each amount of funding comes from.

**It is a requirement that any unused funds are returned to Intercept. The total amount requested for this award cannot be more than 40% of an organization's total funding.**