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**Budget Guidance and Template for OHA End HIV/STI Oregon Mini Grant Program**

The following budget documentation and budget template is for the End HIV/STI Oregon Mini Grant Program. These funds have been allocated on a one time basis and must be spent within one year of contract execution. There are some restrictions on the use of these funds, so even if your project is approved for funding, budgets may need to be negotiated before allocation of funds. Please use the budget template at the end of this document for submission. Total budgets may not exceed $10,000.

Funds may be used for:

* Cell phones, tablets, technology for remote communication with clients
* Commercial and general liability insurance premium
* Communications materials
* Data systems development that promotes data sharing and reporting
* Food for focus groups or community needs assessments
* Meeting Facilitators
* Personnel
* Strategic planning and consultation
* Trainings (and travel to trainings)

Funds may NOT be used for the items or activities listed below:

* Broad-scope awareness activities meant to target the general public
* Clothing
* Employment and Employment-Readiness Services, except in limited, specified instances
* Funeral or burial expenses
* HIV/STI testing or treatment
* Household appliances
* Incentives or gift cards
* International travel
* Lobbying activities
* Materials designed to directly promote or encourage drug use or sexual activity
* Non-occupational Post-Exposure Prophylaxis (nPEP)
* Pre-Exposure Prophylaxis (PrEP)
* Property taxes
* Purchase of vehicle or maintenance of privately owned vehicle
* Purchase or improvement of land
* Purchase, construction, or permanent improvement of any building or any other facility
* Syringes/needles or other drug use equipment (i.e. cookers)

**Budget example:**

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| **Project expense (EXAMPLE)** | **Amount** | **Description** |
| Project Manager, Jay Doe | $6,500 | Manage all aspects of the project, including recruitment, administration, evaluation, and reporting. This covers approximately 150 hours of time, to be spent from 2/1/24-5/30/24 |
| Communications Materials | $300 | Materials/Digital ad to advertise the intervention to potential participants |
| Facilitator, Jules Smith | $2000 | Cost of a trained facilitator to implement the 10 session intervention. |
| Cost of Liability Insurance | $500 |  |
|  | $9300 |  |

**Budget template for your proposed project:**

Organization Name:

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| **Project expense** | **Amount** | **Description** |
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| **Total Amount Requested** (must not exceed $10,000) |  |  |