



Completing the CAH Grant Budget Form

The CAH Grant Budget Form is submitted with your Grant Agreement at the beginning of the grant period. This form also accompanies your interim and final reports (as applicable) and tracks changes to your project budget throughout the year.

****Note:** Anticipated budgetary variances over 15% from the original grant application **MUST** receive written approval from your CAH grants manager. Variances listed on this form do not guarantee or supersede approval. (This does not apply for GOS awards)

*****Note:** Several of the cells in the Grant Budget Form are intentionally locked from editing. This ensures that the formulas that we have created cannot be accidentally altered. To successfully complete the form, only unlocked cells need to be filled out. These begin with row 31.

Preparing the Revised Budget (First Tab)

For General Operating Support Awards: Allocate your awarded funding across the categories provided, and according to the award's allowable expenses.

For all other Awards: Record here any project budget revisions between the grant's application and award phases. Enter the budget amount for each corresponding category in the tables on the left. The summary table on the right will auto-fill for CAH staff use.

Submit this document as an .xlsx or .xls file with your Grant Agreement. Update and resubmit this document with all ensuing grant reports.

Preparing the Grant Reports (Second Tab)

Introduction

When reviewing expenses, CAH requires the following:

1. Expense eligibility (as defined and described by the grant program guidelines)
2. Expense itemization
3. Proof of expense
4. Clarification whether the documentation is generated by you or a third party

Given these needs, there are multiple types of documents that can be used for reporting.

For example, an Amazon receipt meets all of these requirements; as does a payroll report. An invoice, however, typically proves itemization, but does not typically prove expense payment. A receipt often doesn't provide itemization. Therefore, an invoice typically needs to be paired with a receipt or other proof of payment in order to be recorded as an eligible expense.

Preparing the Report

1. Complete the general information in the upper left-hand corner

- a. Grantee – the awarded organization
 - b. Grant # - found on your grant agreement
 - c. Grant Amount – full amount listed on your grant agreement
2. Complete the expenses (most easily done in chronological order)
 - a. Report type – Select “Interim” or “Final” from the drop down menu based on the type of report you are submitting.
 - b. Attachment # – On the hard copy of the receipt/invoice/etc, write a unique number (starting with 1). Enter the corresponding number in this column.
 - c. Date of Expenditure – Enter the date the purchase occurred.
 - d. Vendor – Enter the purchased item’s or service’s vendor.
 - e. Item – Provide a short description of what was purchased.
 - f. Amount Paid – Enter the total cost of the item purchased, (Should correspond directly to the attachment purchase price)
 - g. CAH or Match – Choose from the drop down menu if this expense is allocated to your CAH grant or if it is being paid through matching funds
 - h. Payment Source – Enter how the expense was paid; cash/credit, etc.
 - i. Category – Choose from the drop down menu the most fitting expense category. (If the expense does not fall in one of these categories, choose “Other” and explain in the adjacent “Notes” column.)
3. Save your report
4. Scan your receipts, proof of expenditure, and/or other backup documents
 - a. All of the expenses that you have reported should now have an Attachment Number (ideally in a consistent location)
 - b. Organize receipts in ascending order based on that number.
 - c. Scan the documents and save them as a single PDF
5. Attach this Excel sheet and the PDF receipts to the report
6. Submit the report