

# Field Hall Foundation's Allowable and Unallowable Costs

The following costs can be included in a grant request's budget:

- **Personnel** – Salaried (part-time, full-time, per diem or consultant) personnel necessary to accomplish the specific objectives in the Proposal, unless the specified position is already completely supported by the grantee organization. Expanding already existing staff hours or hiring new staff is allowable. Personnel compensated in whole or in part are not considered employees or agents of the Field Hall Foundation.
- **Supplies/Materials** – Expendable items necessary to accomplish the specific objectives of the Proposal that are to be “used up” in the course of the project. These would include office supplies, incentives, educational materials. They do not include medical supplies that are reimbursed through Medicaid or other private insurance.
- **Printing** – Items such as posters, fact sheets, curricula, wallet cards, etc. necessary to accomplish the specific objectives of the Proposal.
- **Facilities** – Rental costs associated with using a physical location for an activity necessary to accomplish the specific objectives of the Proposal.
- **Travel** – Costs directly related to the specific objective of the Proposal are allowed, but there must be a reasonable attempt to keep these expenses low.
- **Indirect Costs** – These are costs that cannot be specifically identified with the project. Also known as “overhead” or “administrative costs,” these are the costs of buildings, utilities, administrative staff, and other expenses necessary for the operation of the agency. Indirect costs up to 10% of the direct costs are allowed *for full grant requests only (not small grant requests)*, as long as the total funds requested are not more than the amount the organization was invited to apply for.

The following items are *not* allowable costs:

- New construction, alterations (except for specific, minor capital improvements), maintenance of buildings or building space, unless specifically allowed in the instructions for applicants
- Dues for membership in professional organizations
- Tuition, conference fees or awards to individuals
- Billable services provided by physicians or other providers
- Endowments or chairs associated with universities and medical schools
- Salaries of staff who are fully supported by their institution or organization
- Conferences (unless part of a greater project or program)
- Projects that do not benefit the geographic area of interest to the Foundation
- Research
- Lobbying or influencing the outcome of a proposed piece of legislation or election