

Allowable Budget Items for Social Actions Initiative Proposals

This document seeks to clarify what are allowable and unallowable expenses associated with this specific SWS funding opportunity called the Social Actions Initiative Award (through the Social Action Committee). To learn more about the Social Actions Initiative awards, go to: <http://www.socwomen.org/social-actions-initiative-awards/>.

IMPORTANT: Please note that all expenses will be reimbursed only when itemized receipts have been submitted to the SWS Executive Office. Awards will not be paid in advance, as SWS must remain in compliance with its 501(c) (6) status. Please scan and email your itemized receipts to swseo.barrekatuna@outlook.com.

Type of Costs	Allowable or Unallowable?	Considerations
Honorarium	Allowable*	*Honoraria are paid after the speaking engagement. The speaker has to complete and submit a W-9 form to the SWS office. The SWS office will send honorarium check. Small honoraria of less than \$100 are <i>strongly discouraged</i> .
Gift Certificates or similar	Unallowable	This violates the SWS 501 (c) (6) tax status.
Food	Allowable	General food items for an event or workshop, such as pizza and drinks, are allowable.
Books/Journals	Allowable*	*Must be clearly explained in proposal the necessity of these books or journals for the proposed social action.
Travel expenses for speaker	Allowable	Please consult with the SAC chair to facilitate communication with the SWS office. The preference is to combine travel expenses and honorarium in a single amount. In other words, offering a guest \$1000 to cover travel and honorarium is the preference.
Equipment, Office	Unallowable	Items like computers and recording equipment are not covered by this fund.
Advertising	Allowable	Must be clearly associated with the proposed social action in the proposal. Flyers and posters to advertise the event or social action are permitted.
Rental space	Allowable	To host the event in the community is acceptable.
Copies/Paper/Posters	Allowable	This is permitted as long as material is exclusively used for proposed social action.
Technology	Unallowable	This refers to paying for Internet service or online vendor service (such as Survey Monkey).