** IDDS Operations Worksheet**

 **Financial Breakdown**

Basic Financial Info

**Name of summit:**

**Date of summit:**

Name of **accountant** for summit:

**Email** of accountant:

Name of **back-up accountant**:

**Account name and number**:

**Address** of person and/or organization attached with the account:

Please review and complete the **W-8** and **Vendor Selection Form** attached. We will not be able to begin processing the award funds until these forms are completed.

Updated Budget

1. How much is your total financial **award from IDIN?**
2. How much have you **fundraised**? **(**Please attach confirmation letters from sources)

**\*At this point you should feel comfortable running the summit on the funds you currently have available. If not, you will need to readjust your summit plans to the fit the funds you have available or consider postponing your summit. Any funds raised after the 6 month mark should be just be “icing on the cake” as your focus will now need to shift towards on-boarding participants, preparing communities, preparing the curriculum, and preparing the operations (transport, housing, meals, shopping, etc.).**

1. Please attached a completed and updated copy of your budget using the IDDS Budget Template. Make sure to indicate for each line item whether you expect it to be covered by “IDIN Funds” or “Other Funds.”

IDIN Award Distribution

**1. Your total financial award from IDIN is:**

2. How much of your total award would you like to use to pay for **organizer flights and health insurance?**

3. How much of your total award would you like to use to pay for **participant flights and health insurance**?

**4. PRE-SUMMIT EXPENSES:** How much of the award would you like to use to pay for venue down payment, health insurance, visas, materials, communications, and/or any other pre-summit expenses? (This will be written as the first purchase order to your summit.)

**5. IMPLEMENTATION EXPENSES:** How much of the award would you like to use to pay for expenses incurred during the summit? (This will be the second purchase order for you summit.)

6. **POST-SUMMIT EXPENSES**: To ensure financial accountability, IDIN will withhold **5% of the total award** until the final deliverables have been submitted. If there are people receiving stipends from your budget, their stipends will be apart of this 5%. How much is 5% of your total award?

**Note:** Lines 2-6 should equal line 1. If not, please check your math and readjust. Make sure this is reflected in your budget as well.

**After completing this worksheet (and attached budget, W8 form, and Vendor Selection Form), please email it to the IDIN Summits Coordinator. During your six month check-in call you will review this worksheet and, if ready, begin negotiating your summit’s Scope of Work to confirm when your award payments will arrive.**