

**EMPIRE STATE COLLEGE AFFIRMATIVE ACTION COMMITTEE  
COMMUNITY OUTREACH FUND  
PROJECT BUDGET SHEET**

COLLEGE CENTER/PROGRAM \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

TOTAL AMOUNT REQUESTED \_\_\_\_\_

*(In general, it is unlikely salaries for project personnel on a long-term basis will be funded. However, requests for stipends for tasks completed during a short-term contract arrangement will be considered.)*

Personnel Costs (List name or title, duration of service, terms of the agreement and indicate if person is external or internal.)

\_\_\_\_\_  
\_\_\_\_\_ COST: \$ \_\_\_\_\_

Travel/Lodging (calculate based on per diem allowance rates)

\_\_\_\_\_  
\_\_\_\_\_ COST: \$ \_\_\_\_\_

Meals/Refreshments (use state per-diem rates)

\_\_\_\_\_  
\_\_\_\_\_ COST: \$ \_\_\_\_\_

Supplies (itemize to the extent possible.)

\_\_\_\_\_  
\_\_\_\_\_ COST: \$ \_\_\_\_\_

Printing/Mailing/Marketing costs (describe items to be printed, mailed or distributed)

\_\_\_\_\_  
\_\_\_\_\_ COST: \$ \_\_\_\_\_

Miscellaneous costs

\_\_\_\_\_  
\_\_\_\_\_ COST: \$ \_\_\_\_\_

Other funding (If there are any other sources from which additional funds will be drawn for the project, a listing of the source, use of these funds and estimated amount of the funds should be included.)

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AMOUNT: \$ \_\_\_\_\_

Total Projected Cost: \$ \_\_\_\_\_

Less Other Funding: \$ \_\_\_\_\_

Total Grant Request: \$ \_\_\_\_\_

*All expenses will be reimbursed following submission of receipts to the Affirmative Action Officer, Office of the President, 2 Union Avenue, Saratoga Springs, NY 12866*