

**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.)

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, 1 Union Avenue, Saratoga Springs, NY 12866