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: $__________