



**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: \$ \_\_\_\_\_