## Budget Template

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| **PROJECT BUDGET** |
| **BUDGET ITEM** | **PROPOSED AMOUNT** |
| **Contracted project services***Include any costs for outside contracted services or materials, subscriptions, software licenses, conference fees, travel costs, etc. Briefly describe the need for these services.* |
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| **Project supplies** |
| *Describe items specifically needed for project e.g.., science lab items, art supplies, etc.* |
| Poster paper- $25 for 50 count  | $25.00 |
| Permanent Markers- $30.00 for 51 colors | $30.00 |
| **Equipment purchases** |
| *List any equipment to be purchased with grant funds and state why needed.* |
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| **Operating/Administrative expenses** |
| *Describe miscellaneous office materials, swag (t-shirts), postage, copier toner, paper, and other supplies for grant operation.* |
| Incentives for Student Surveys (Cup Noodles, Fruit, Chips) | $100.00 |
| Ziploc bags for hygiene kits ($13.48 per 208 count) 600 kits to be made | $45.00 |
| Shampoo/Conditioner and Body bar( $25.99 per 100 count)- 6 to be purchased | $160.00 |
| Lotion ($31.99 per 100 count)- 6 to be purchased | $200.00 |
| Toothpaste ($32 for 144 count)- 6 to be purchased | $160.00 |
| Toothbrushes ($19 for 100 count)- 6 to be purchased  | $114.00 |
| Tablecloths ($12.00 for 1)- 2 to be purchased | $24.00 |
| Staff appreciation pens (tape, flowers, and pens) | $142.00 |
| **Other expenses not listed above** |
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| **TOTAL BUDGET** | $1000.00 |
| **TOTAL AMOUNT REQUESTED** (up to $1,000)  | $1000.00 |

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