## Budget Template

**Make copy so you can customize for your team - go to File>Make a Copy**

| **PROJECT BUDGET** |
| --- |
| **BUDGET ITEM** | **$1000** |
| **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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| Dance leader | donated |
|  |  |
|  |  |
| **Project supplies** |
| *Describe items specifically needed for a project e.g.., science lab items, art supplies, etc.* |
| Stress balls (7) $21.99 | $153.93 |
| Table cloths (pack of 4)  | $18.99 |
| Backdrop 1 | $22.29 |
| Backdrop 2  | $26.99 |
| Color pencils (2) $16.99 | $33.98 |
| Raffle tickets  | $7.49 |
| Prizes for raffles for Period workshops: gift cards, swag bags, thank you kits for guests and volunteer committee mentors | $150 |
| Water (5) | $45.00 |
| Snacks: Goldfish (3) $12.68 | $38.04 |
| PoPChips Variety Box (2) $14.98 | $29.96 |
| Welch’s (1) $12.58  | $12.58 |
| Nature’s Garden Trail Mix (2) $9.98 | $19.96 |
| Chex Mix Traditional Savory Snack Mix (2) $14.98 | $29.96 |
| Raffle box (3) $7.99 | $23.97 |
| **Equipment purchases** |
| *List any equipment to be purchased with grant funds and state why needed.* |
| Backdrop stand  | $42.49 |
| **Operating/Administrative expenses** |
| *Describe miscellaneous office materials, swag (t-shirts), postage, copier toner, paper, and other supplies for grant operation.* |
| T-Shirts and workshop materials (folders, paper, pens/pencils) | $309.51 |
| Retreat Pizza, snacks, and drinks | $89.93 |
| **Other expenses not listed above** |
|  |  |
| **TOTAL BUDGET** | $1000 |
| **TOTAL AMOUNT REQUESTED** (up to $1,000)  | $1000 |

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