

Professional Development Grants Fiscal Year 2016: Budget Form

Instructions: Please outline the budget for the specific learning activity described in the application. Itemize expenses and income in the spaces provided and round off to the nearest dollar. Total Expenses **MUST** equal Total Income. Eligible expenses for PDGs only include registration, transportation and lodging.

EXPENSES

	Budget Item	Explanation	Amount
Registration			
A.			
Transportation			
<i>List transportation type and cost. Ex. Round trip flight from/to; Personal vehicle, X miles x .445/mile; Shuttle to/from, etc.</i>			
A.			
B.			
C.			
Lodging			
<i>List accommodation type, number of days and daily rate. Ex. Hotel – 4 days x \$180/day</i>			
A.			
TOTAL EXPENSES			

INCOME

	Budget Item	Explanation	Amount
A.	Personal Funds		
B.	Organizational Support		
C.	Other		
	MATCHING FUNDS (Subtotal Lines A-C)	Total applicant cash contribution must be minimum 25% of the grant amount requested	
	GRANT REQUESTED	Minimum \$500 and maximum \$750	
TOTAL INCOME (Matching Funds + Grant Requested)			

Total Expenses MUST equal Total Income

Note: The GRANT REQUESTED field will auto calculate based on the expenses and income. To request a different amount, adjust Income Lines A-C.

Budget Comments: Please provide any details here not explained in the previous sections.