

## Professional Development Grants Fiscal Year 2017: 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
<b>Registration</b>			
A.			
<b>Transportation</b>			
<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.			
<b>Lodging</b>			
<i>List accommodation type, number of days and daily rate. Ex. Hotel – 4 days x \$180/day</i>			
A.			
<b>TOTAL EXPENSES</b>			

### INCOME

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