

Title of Project: _____

Student Name: _____

Proposal Category: Category 1 (Up to \$750) Category 2 (\$751 to \$2000)

Total Funds Requested: \$_____

Note that the total request for funds includes any student stipend request and must not exceed the Category limits.

Budget – The budget should be divided into two sections. Please fill out this form to complete the first section. For the second section of the budget please attach pages with the justifications/descriptions of why each expense is important to your project. For materials and supplies, prices and sources should be included in the justification.

Students may or may not include funding for a stipend. If a stipend is sought, select from the three amounts (\$200, \$350, or \$500) and include that amount in the budget table below. In order to avoid violating the Federal minimum wage laws, the hours may not exceed 27.6 for a \$200 stipend, 48.25 for a \$350 stipend, or 69 for a \$500 stipend. For justification of the stipend indicate that these funds will be compensation for your time related to the project.

Additional sources of funding for the project, if any, should be listed on the justification pages. Category 1 projects with proposed budgets that exceed \$750 will only be considered if additional funding has been secured to cover the project cost in excess of \$750. Category 2 projects with proposed budgets that exceed \$2000 will only be considered if additional funding has been secured to cover the project cost in excess of \$2000.

Section 1 – List of Expenses

	Item	Source	Quantity	Unit Cost	Item Cost	Source of Funds
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
Total Cost						

Stipend Request: No stipend \$200 stipend (max of 27.6 hrs) \$350 stipend (max of 48.25 hrs) \$500 stipend (max of 69 hrs)

Section 2 – Budget Justification – attach additional pages.