

Funding Request and Program Budget EXAMPLE

***must be submitted via email to charles.charbonneau@unco.edu with Program Proposal**

Student Organization:	Teddy Bear Picnickers	
Name of Program:	Bear Pride Picnic	
Date of Program:	11.11.11	
Organization Representative:	President Polaris	
Representative email, phone:	majo2529@unco.edu , (588) 692-5297	
Estimated Attendance:	250	
Requested Hearing Date:	10.27.11	
Self-Generated #8 Account Balance:	\$ 300.00	(won't affect funding, see below)

Instructions for completing a program budget form:

Step 1: Please carefully review all deadlines & funding cycles for each individual funding source.

Step 2: Please carefully review all by-laws & criteria for each funding source before submitting a request.

Step 3: Complete the top portion of this request with all applicable information.

*NOTE: Incomplete requests will NOT be reviewed.

Step 4: Work from the top down to complete the budget grid below. Insert and add rows as needed to fully explain costs and expenses.

*NOTE: Only enter information in white areas. *Gray & yellow areas will auto-populate.*

Step 5: Submit this budget form along with the Program Proposal by the deadline specified.

***Student organizations are prohibited from using funds for any activities prohibited by Federal or State law.*

Program Expenses	Description of Expense	Expense/Cost of item
Speaker Fees	Poet, Speaker	\$ 250.00
Speaker Hotel	Hotel room is \$90 for 1 night	\$ 90.00
Speaker Travel	Airplane ticket costs \$250	\$ 250.00
Space/Room Rental	UC Ballroom	\$ 150.00
Tech Services	Projector and technician	\$ 50.00
Food/Catering	300 cookies @ \$1.00 each	\$ 300.00
Other Expense		
Other Expense		
Total Programming Expenses		\$ 1,090.00
Marketing/Advertising	Description of Expense	Expense/Cost of item
Local print media	3 Mirror ads @ \$15 each	\$ 45.00
Posters/Fliers	150 posters @ \$.50 each	\$ 75.00
Poster Run Fees		
Ticketing/I-Box Set Up Fees		
Informational Brochure		
Other Marketing Expense		
Total Advertising Expenses		\$ 120.00
Other Funding	Name of Funding Source/Group	Amount Available
Student Fees Previously Allocated	#2 Account Balance	\$ 25.00
Self Generated Funding	#8 Account Balance	\$ 50.00
Co-Sponsorship:		
Total Other Funding		\$ 75.00
Total Cost of Program	(Program + Advertising Expenses =)	\$ 1,210.00
Total Other Funding	(#2 Account + Co-Sponsorships =)	\$ 75.00
Total Funding Requested	(Program Cost - Other Funding =)	\$ 1,135.00

Total amount in account inserted here. See below for amount to be used for event.

Entire balance will be applied to funding this event and deducted from request.s

Include HERE only the amount you intend to use for this event. Your #8 account balance may have \$300, as stated above, but if you'

Who is helping you? How much are they suppling? This will also be deducted from the amount requested.

Total cost of the program without any co-sponsorship or other funding.

Total amount requested (complete total - co-sponsorship)

re only using \$50, put \$50 here.