## Budget

See Descriptions and Budget Example on page 4

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **Amount** |
|   |  |   |
| **Total** |   | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |

# Support for Completing the Budget

## Budget Category Descriptions

|  |  |
| --- | --- |
| **Category** | **Category Examples** |
| Salaries | Salaries and benefits for staff |
| Honoraria (Youth) | Honoraria or stipends paid to youth (ages 15-30) |
| Honoraria (All others) | Honoraria or stipends paid to individuals who do not fit in the above categories, such as speakers, artists, volunteers, elders, knowledge keepers, etc. |
| Contracts | Contracted work to external vendors (individuals and companies), such as counselors, accountants, design firms, tour guides, etc. |
| Technology | Computers, cellphones, cameras, etc. |
| Project Supplies | Medicines, swag, facilitation materials, camping needs, art materials, educational resources etc. |
| Project Activities | Venue rentals, entrance fees to a museum, kayaking trip, etc. |
| Food | Meals, snacks, beverages, per diems, etc. |
| Travel | Flights, car rentals, bus tokens, etc. |
| Accommodations | Overnight accommodations like hotels, Airbnb, or gifts for hosts (if staying at someone's home) |
| Communications | Printing, design software, ad spending for social media, audio/visual rentals, etc. |
| Administration | Postage, banking fees, audit fees, insurance, rent, utilities, office supplies, staff professional development, etc. |

## Budget **Example**

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **Amount** |
| Salaries | * 1 coordinator ($25 per hour x 2 hours per week x 20 weeks): $1,000
 | $1,000.00 |
|  | * 1 coordinator ($30 per hour x 1 hours per week x 20 weeks): $600
 | $600.00 |
| Project Supplies | Medicines ($500), boxes for care packages ($300), hygiene products ($1,000) | $1,800.00 |
| Food | Snacks for care packages | $1,100.00 |
| Administration | *no description necessary* | $500.00 |
| **Total** |   | **$5,000.00** |