

**Sample Budget - Graduate Assembly Grant Program**

Event: Conference - Educational Diversity in the 21st Century

<b>EXPENSES</b>	<b>BUDGET</b>	<b>REQUEST FROM THE GA</b>	<b>DEPARTMENT SUPPORT</b>	<b>SUNSHINE GRANT REQUEST</b>	<b>PRESIDENT'S SPEAKER SERIES GRANT</b>
Speakers •2 Keynote Speakers @ \$1000 each	\$2,000.00	<b>\$200.00</b> <b>(\$100 per speaker)</b>	\$500.00	\$800.00	\$500.00
Travel and Accommodations	\$1,500.00	<b>\$0.00</b>	\$0.00	\$750.00	\$750.00
Advertising •1000 colored flyers @ .06c each •500 posters, 2 colors on semi-gloss •Program booklets	\$600.00 \$879.49 \$297.69	<b>\$300.00</b> <b>\$450.00</b> <b>\$297.69</b>	\$0.00 \$0.00 \$0.00	\$300.00 \$429.49 \$0.00	\$0.00 \$0.00 \$0.00
Room Rental	\$500.00	<b>\$100.00</b>	\$250.00	\$150.00	\$0.00
Media Services •Microphones(4), video recording	\$290.00	<b>\$145.00</b>	\$0.00	\$145.00	\$0.00
Food •Catering for 150 participants	\$975.00	<b>\$0.00</b>	\$975.00	\$0.00	\$0.00
Supplies •Name tags, markers, butcher paper, eating utensils, napkins, paper	\$500.00	<b>\$0.00</b>	\$0.00	\$500.00	\$0.00
<b>TOTALS</b>	<b>\$7,542.18</b>	<b>\$1,492.69</b>	<b>\$1,725.00</b>	<b>\$3,074.49</b>	<b>\$1,250.00</b>