

F&M Summer Project Awards Application Budget Form **for the Brittain, Departmental, Drum, Evans, Junior Art, Mayaud, Mueller,** **Russell, and Wise Awards**

Instructions

Your budget should show **all** expenses expected for the project; explain how you will pay for any expenses over the amount of the award, so that the Committee can judge whether your budget is realistic and the project is feasible. Remember, this form is just one part of your application.

Fill in the form that follows these instructions; the categories will be:

Travel: For **plane tickets**, call the College's official travel agency, Travel Time (717) 299-6600, which you must use unless you find a lower fare elsewhere, e.g. Expedia or Priceline. For **train** or **bus**, Travel Time can sometimes get discounts for you. For personal or borrowed **car**, you can put in \$.555 per mile, plus tolls (but not gas or other expenses).

Any **equipment** like cameras, computers, software, books, sound equipment, etc., paid for with College funds remains College property unless you request and receive permission to keep it.

Supplies (smaller disposable items like paper, memory chips, journals, etc.) should be directly related to your project; you get to keep whatever is left over.

Technical assistance includes film developing (only if related to the project), fees for using archives, translation costs, paid research or project assistants, etc.

Living expenses include lodging and meals. Give your best estimates at this time. You are normally expected not to exceed \$35 a day for food and \$85 for lodging, but always try to get the most economical reasonable prices that meets your needs conveniently and safely. You cannot apply for personal expenses of a type that you would incur at home or that is not directly associated with your project (toothpaste, clothing, phone calls home, touristic photos, etc.).

Other includes any project or program related expenses that are not covered by the categories above. For health insurance, you can use your current insurance or Medex Global Solutions at www.cmi-insurance.com Student/Scholar Study Abroad. If you will be traveling abroad for your summer experience, be sure your insurance extends to healthcare and health providers abroad.

For the **Junior Art, Mueller, and Wise Awards**, you can request a **stipend** as well as expenses; see the separate guidelines for those two awards. The stipend can only be paid through submission of time sheets showing hours worked. Note that stipends are taxable, whereas expense reimbursements are not.

If you win an award, you can request a **cash advance** for approved **expenses**, so that you do not need to advance your own funds.

For any questions on this form, please call the Office of International programs, (717) 358-7187.

Do not submit this page with your application!
Submit only the budget form below.

F&M Summer Project Awards Application Budget Form

Your name

Name of award(s) applied for

a. Travel. Plane, train, bus, or car

\$

\$

\$

Total Travel

\$

b. Equipment and supplies directly related to the project. Equipment (books, computers, etc.) purchased by College funds normally is the property of the College; however, the applicant may petition to retain possession. Indicate all equipment below with *. Supplies are consumable items (paper, printing supplies, flash drives, memory chips, etc.)

\$

\$

\$

Total equipment and supplies

\$

c. Technical assistance. Indicate the nature of service required, its source, and basis for charges (e.g. amount per hour or per day for translator or other assistant).

\$

\$

Total technical assistance

\$

d. Living expenses (use more than one line if cost will vary).

Room: \$_____ per day X _____ days = total \$
 \$_____ per day X _____ days = total \$
 \$_____ per day X _____ days = total \$

Meals: \$_____ per day X _____ days = total \$
 \$_____ per day X _____ days = total \$
 \$_____ per day X _____ days = total \$

Total Living Expenses	\$
e. <u>Program Fees</u> (if any) not included above paid to an organization	\$
(If these include any of the budget categories above, such as room and board or local travel, include them here but explain in sections a) – d) that they are here. If any fees remain, show here and explain what they are for.)	
f. <u>Stipend</u> (Junior Art Award and Wise only; see those instructions)	
\$7.25 per hour X ____ hours = total	\$
g. <u>Other</u> : (e.g. Health insurance, inoculations, visas)	\$
	\$
Total other	\$
Grand Total cost of project:	\$

Other resources: If you have or are seeking other funding, indicate the amount requested or guaranteed (specify which) from each source. The purpose is so that the Committee can see if you have adequate funding and advise you as needed about how to proceed.

<u>Source</u>	<u>Amount</u>
	\$
	\$
	\$
	\$
Total other resources	\$

Don't forget to attach or submit the non-budget part of your application!